



TOWN OF GARDNERVILLE
TOWN OPERATIONS MANUAL
DIRECTIVES AND PROCEDURES

Number 29.1

SUBJECT: Overhead Street Banner Policy

Issue Date 5/5/09
Revised 11/12, 2/16,
10/19

Directive: The purpose of this policy is to provide general guidelines for the placement of overhead street banners within the public rights of way (ROW) of the Town of Gardnerville (“Town”), and to provide specific guidelines for banners proposed to be installed over Main Street (US 395). The US 395 public rights of way (ROW) are administered by the Nevada Department of Transportation (NDOT). As such, all banners proposed for hanging across US 395 are subject to all conditions and requirements of NDOT and require a temporary permit from NDOT. The Town of Gardnerville declares that the general purpose of this policy is to promote and advertise matters benefitting the culture, education, health and welfare of the local public, such matters being advanced by non-profit organizations, government entities, or community service organizations.

Procedure:

Eligibility: Only not-for-profit organizations, as evidenced by an Internal Revenue Service 501 letter, government entities, or community service organizations may request permission to place banners within the public ROW for the purpose of promoting the organization, the purpose of such an organization, or a special event/exhibit promoted by such an organization, or a matter of public concern and/or a matter pertaining to the health and welfare of the community promoted by a governmental entity or community service organization. If promoting an event, the event must be held in Carson Valley and be open to the public free of charge, or of common interest to the general community, or recognize and/or contribute to the cultural fabric of the community. Such events may include (but are not limited to): an activity related to the arts, entertainment, or education, a public social occasion; a sports contest; or a public concert.

Definitions: For the purposes of this policy, the following definitions apply: “Government entity” is defined as any department, division, agency or other branch of the local, state or federal government. “Community service organization” is defined as an organization having a primary purpose of providing volunteer services to the community. A “matter of public concern and/or matter pertaining to the health and welfare of the community” is defined as a matter being advertised or promoted having a primary purpose of promoting the mental or physical health, safety, or welfare of the local community. “Permittee” is an eligible organization as defined in paragraph 2.

TERMS AND CONDITIONS: The Town shall require strict compliance with the NDOT terms and conditions (see attached “Additional Terms and Conditions”) currently in full force and effect at the time the banner is installed. Thus, the Town of Gardnerville shall require that:

- a. **Banner shall be installed a minimum of 18 feet above the pavement surface.**
- b. **Banners that contain telephone numbers, websites, or commercial advertisements shall not be displayed over the highways of Nevada.**
- c. **The Permittee shall deliver the banner to the Town of Gardnerville Administrative office, 1407 Highway 395, (775) 782-7134, for review and approval by town staff a minimum of four (4) working days prior to the town installing the banner.**
- d. **All banners shall meet the minimum standards shown in the attached Town of Gardnerville Overhead Street Banner Detail unless otherwise approved by the Town Manager.**
- e. **Banner shall be kept in good repair. The permittee shall comply with the**

banner detail and shall repair the banner as necessary. The Town will not install dirty, tattered or noncompliant banners.

- f. Banners may be removed or installation may be delayed due to wind advisory conditions as determined by Town staff.
- g. Banner(s) left over three (3) working days after the banner is removed from display will be charged a \$5 a day storage fee.

MAXIMUM TIME FOR DISPLAY OF BANNER: Typically banners will be displayed for one (1) week (seven (7) consecutive calendar days) beginning on the Monday that the banner is installed by Town staff. This timeframe allows the banner pole crossing to be the available for all organization's use as much as possible. When there are no approved permits for use the week following a permitted display, the Town may allow the currently displayed banner to remain up for a period not to exceed two (2) weeks (fourteen (14) consecutive calendar days) if requested by the applicant at the Town's sole discretion. The Town is exempt from the maximum time limitations delineated in this provision.

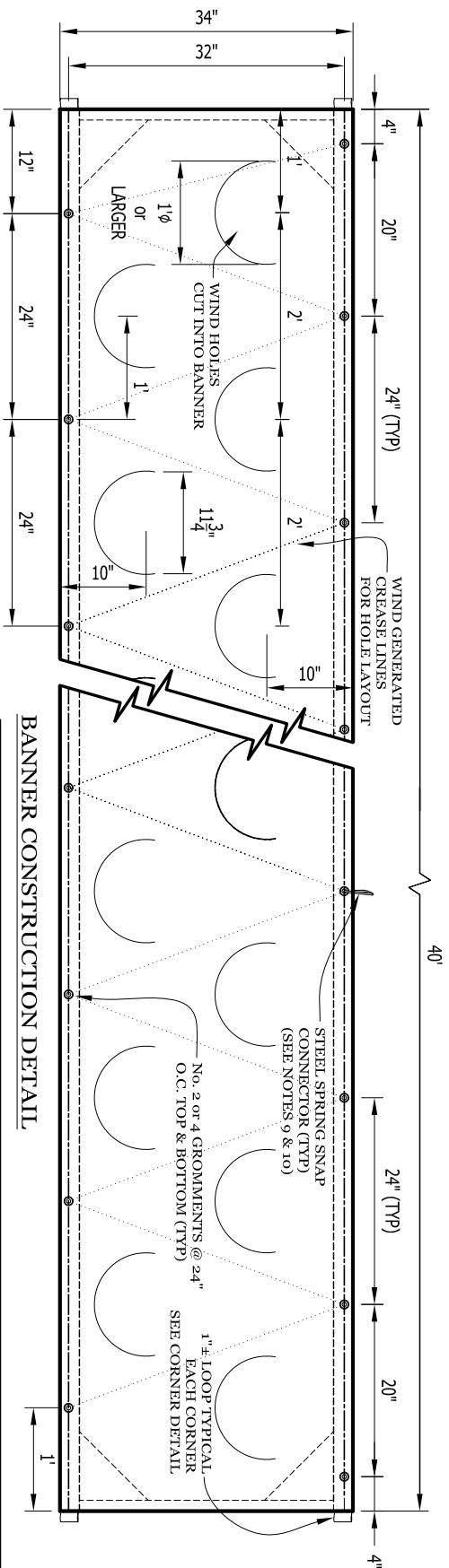
UNAVAILABILITY: The Town retains first priority for use of the Town owned and operated banner crossing. As such, the following dates, **including but not limited to**, are unavailable for use:

- a. **Second week of November thru second week of January (Christmas decorations)**
- b. **The week of, or prior to a scheduled Main Street Third Thursday Wine Walk**
- c. **The week of, or prior to a scheduled "Movies in the Park" event.**
- d. **The Town will not provide installation of banners from the second week of January through the second Monday in March.**

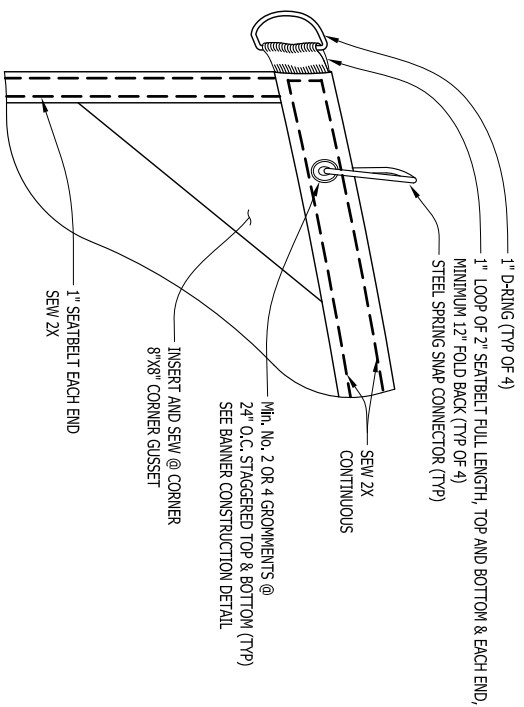
"FIRST COME, FIRST SERVED": To provide an equal opportunity for all organizations and/or persons to have banners displayed for specific dates within the calendar year, reservation requests for specific date(s) will be accepted on a "first come, first served" basis beginning one year and one day prior to the requested banner hanging date. Requests must be furnished in writing on the Town banner application request form. **A request does not guarantee reservation of the requested date(s) that the banner will be displayed until the applicant provides a copy of the approved NDOT Temporary Encroachment permit relative to the banner to be displayed.** Upon receipt of the approved NDOT Temporary Encroachment permit, the dates, or alternative dates, shall be confirmed by Town staff.

Recognizing the financial investment required for the minimum requirements for banner construction, organizations and/or persons having a previously approved banner displayed by the Town in the past calendar year will have priority of date(s) selection (i.e. pre-approval) for the upcoming calendar year. All "pre-approval(s)" shall be required to obtain an approved NDOT temporary permit and comply with all other banner policy requirements, as well as furnish a completed Town banner application request form each and every year the banner is requested to be displayed. In addition, all not-for-profit organization "pre-approval(s)" must also provide their IRS 501 letter each and every year the banner is requested to be displayed.

INDEMNIFICATION: All persons and entities will be required to sign an indemnification, release and hold harmless holding the Town of Gardnerville, its employees and agents harmless prior to the installation of banner and releasing the Town of any liability arising therefrom.



BANNER CONSTRUCTION DETAIL



TYPICAL CORNER DETAIL

NOTES:

1. BANNERS THAT CONTAIN TELEPHONE NUMBERS, WEBSITES OR COMMERCIAL ADVERTISEMENTS SHALL NOT BE DISPLAYED OVER THE HIGHWAYS OF NEVADA.
2. THE PERMITTEE SHALL DELIVER THE BANNER TO THE TOWN OF GARDNERVILLE FOR REVIEW AND APPROVAL PRIOR TO THE BANNER BEING INSTALLED TO THE TOWNS FACILITY.
3. BANNERS MUST BE CONSTRUCTED OF A MINIMUM 18oz VINYL BANNER FABRIC, WITH INNER CORE POLYESTER FIBER.
4. BANNERS SHALL BE 34 INCHES HIGH AND 40' IN LENGTH.
5. ALL BANNERS SHALL HAVE THE FOLLOWING:
 - 5/16" SPRING SNAP CONNECTORS AT 24 INCHES STAGGERED ON CENTER TOP AND BOTTOM, SEE DETAIL FOR SPACING
 - SEWN-IN POLYESTER WEBBING ON ALL EDGES.
 - REINFORCED CORNERS, BOTH FRONT AND BACK.
 - "O" OR "D" RINGS SEWN INTO THE WEBBING ON EACH CORNER.
 - 12" (OR LARGER) WIND HOLES STAGGERED AND SPACED APPROXIMATELY PER DETAIL.
6. BANNER SHALL BE KEPT IN GOOD REPAIR. THE PERMITTEE SHALL REPAIR THE BANNER PRIOR TO THE TOWNS RE-INSTALLATION OF THE BANNER AFTER NOTIFICATION OF THE PROBLEM.
7. BANNER WILL BE DELIVERED TO THE TOWN OF GARDNERVILLE, LOCATED AT, 1407 HIGHWAY 395 NORTH (775) 782-7134, NO LATER THAN THURSDAY OF THE WEEK PRIOR TO BANNER INSTALLATION.
8. SPRING SNAP CONNECTORS ARE TO BE, CORROSION RESISTANT, LOAD-RATED, ZINC-PLATED, STEEL SPRING SNAP RINGS ONLY.
9. 5/16" STEEL SPRING SNAP CONNECTORS SHALL HAVE THE FOLLOWING CHARACTERISTICS:
 - WORK LOAD LIMIT, 280lbs.
 - SNAP OPENING 1/2"
 - EYE DIAMETER 3/8"
 - OVERALL LENGTH OF 3 1/4"
 - (FASTENAL PART No. 12623-00386 OR EQUAL)

SPECIAL NOTE:

ALL BANNERS THAT ARE HUNG, MUST COMPLY WITH THESE TERMS AND CONDITIONS OR THEY WILL NOT BE INSTALLED.

Town of Gardnerville Nevada
 Est. 1879
 1407 Highway 395 N
 Gardnerville NV 89410
 P:775.782.7134
 F:775.782.7135
 WWW.gardnerville-nv.gov

**TOWN OF GARDNERVILLE
 OVERHEAD STREET
 BANNER DETAIL**

| | | |
|--------------|------------------------------|------|
| DATE: | Board Approved July 13, 2011 | |
| PAGE: | 1 | OF 1 |
| PROJECT No.: | Gardnerville Banner Pole | |