



## **Policy on Hanging of Banners in Parks**

The Alameda Recreation and Park Department provides an opportunity for Alameda based non-profit organizations and schools to hang their banners on identified park fences. This is to help community organizations promote their activities and is a service provided at no cost to the organizations.

The following outlines the procedures and locations for this policy:

1. Only banners advertising the activities or events of Alameda based non-profits (501(c)3) and Alameda schools are considered.
2. Once approved by the Recreation and Parks Director or designee, banners will remain in place for a maximum of 60 days.
3. ARPD will not be responsible for any damage or loss to the banners.
4. Removal requirements:
  - a. It is the responsibility of the organization to hang and remove its own banner before the 60 days expires.
  - b. If the banner is not removed by the 60-day due date then ARPD staff will take it down and the non-profit will be billed for the staff time required.
  - c. The organization may pick up its banner at the ARPD office after the removal due date.
  - d. If the organization does not pick up its banner within 30 days after the removal due date, then the banner will be disposed of in the trash and the privilege to hang banners will be revoked.
5. The following locations are available for banner placement. An organization may request a location but approval of a location is based on availability.  
**Locations:**
  - a. Krusi Park on the Otis Drive fence
  - b. Upper Washington Park on the Central Avenue fence
  - c. Lincoln Park at Santa Clara Avenue and High Street
  - d. Rittler Park on the Otis Drive fence
  - e. Bayport Park on the Jack London Avenue fence
  - f. Tillman Park on the Aughinbaugh Way fence
6. Groups desiring to place a banner in a park must make the request a minimum of 5 business days prior to placement.
7. No more than three banners will be posted at each park site at any one time.

Adopted: June 9, 2011

Revised: November 14, 2011

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## Alameda Recreation and Park Department

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# Banner Posting Permit

Location (Put a number in order of preference)

*Approval of a location is dependent upon availability*

\_\_\_\_\_ Lincoln Park at High St and Santa Clara Ave

\_\_\_\_\_ Krusi Park on the Otis Dr fence

\_\_\_\_\_ Rittler Park on the Otis Dr fence

\_\_\_\_\_ Upper Washington on the Central Ave fence

\_\_\_\_\_ Bayport Park on the Jack London Ave fence

\_\_\_\_\_ Tillman Park on the Aughinbaugh Way fence

Date Posted: \_\_\_\_\_

Date To Be Removed: \_\_\_\_\_

### **Contact Information**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

### **Procedure**

The banner may remain on the fence for no more than 60 days. Your organization is responsible to put the banner on the fence and to remove the banner by the removal date listed above. Once banners are hung with zip ties, cut off any excess, if not reusable ties, down to connector to prevent injury to athletes and pedestrians passing by. If the banner is not removed by the removal date, then your organization will be charged a fee of \$25. The banner will then be available for pick up at the ARPD Office at 2226 Santa Clara Avenue, Alameda. If the banner is not picked up within 30 days after the removal date, the banner will be disposed of in the trash and the privilege to hang banners will be revoked.