

Hanging Banners In the City of Eugene

9-21-15



GENERAL INFORMATION

The use of City-owned facilities including the installation and removal of street and pole banners is regulated by the City of Eugene Public Works Department to protect the health, safety, and welfare of the public.

Banner sites are available only for recognized community groups and/or non-profit organization may be allowed promoting a specific event or activity for general public benefit. Corporate Sponsor recognition (e.g., company name and/or logo) allowed on banners but may occupy no more than 25% of the total banner area and must be subordinate to the

promotion of the event or activity.

The Eugene Chamber of Commerce manages the use of pole banner sites surrounding the Eugene Mall area. For more information about these locations contact The Chamber of Commerce at 541-484-1314.

The University of Oregon manages the use of pole banner sites surrounding the University of Oregon. For more information on locations and scheduling, contact the University of Oregon at (541)346-6035.

SCHEDULING

Banner sites are scheduled for one calendar year (January through December) only. Applications for the calendar year that come in before January 2nd will be processed on January 2nd. To ensure that as many applicants as possible have access to banner locations, the City limits the banner site reservation period to a maximum of 21 consecutive days. The City also may limit the number of sites available for a specific application. Applications can be faxed in if using a credit card or Mail Banner applications to 1820 Roosevelt, Eugene Oregon 97402.

APPLICATION REQUIREMENTS

A separate and complete application (*dates, location, Insurance information and payment*) must accompany each specific request to promote an event or activity with street or pole banners.

INSTALLING AND REMOVING BANNERS

The following requirements are related to the installation and removal of banners:

- The City does not install or remove banners - except in the case of emergency removal. Applicants are responsible for installing and removing their banners in a timely manner.

- The applicant must provide the City with the name of the installer or Installation Company at the time the application is submitted. The installer must have written approval from the City prior to installing or removing any banner in the public right-of-way.

- The City reserves the right to remove any banners in case of emergency. In the event that a banner mounting fails or if a banner is not removed at the scheduled time, the City will contact the applicant and request immediate removal.

- Banners must be removed on the last day of the permitted use.

- ***If the City removes any banners, the applicant will be required to cover the City's removal costs.***

TRAFFIC CONTROL

For safety reasons, the City has the following traffic control requirements for installing or removal of street or pole banners:

- Installation or removal work shall occur only during daylight hours.

- No installation work is allowed during peak traffic times, 7:15 to 8:15 a.m. and 4 to 6 p.m., Monday through Friday.

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- In order to minimize travel lane closures, the preferred method of hanging pole-mounted banners is to use the sidewalk. A lightweight lift can be used with minimum inconvenience to pedestrians and has no impact on motorists.

- For more information about specific traffic control requirements, contact Public Works Maintenance at 682-4800.

STREET BANNERS

There are **3 approved locations** for installing street-spanning banners:

- West 8th Avenue between Willamette and Olive streets. 48" x 30'



- Oak Street between East Broadway and South Park. 48" x 35'



- West 11th Avenue between Willamette and Olive Streets. 48" x 35'



The following general requirements apply to the design and mounting of street banners:

- Maximum size is 48" High and 30'-35' long.
- Banners must be constructed using reinforced nylon or nylon-reinforced plastic or similar materials generally used by commercial manufacturers for this type of product.
- Street banners must have adequate air holes to allow wind to pass through the material.
- Banners must be reinforced with grommets at all attachment points.
- Bottom tethers must be a break-away type to prevent pole damage under extreme wind loads.
- The lowest point of the banner must be at least 15 feet above the right-of-way surface, including sidewalks and travel lanes.

POLE BANNERS

There are more than 200 City-managed pole banner locations, 98 pole banner sites managed by The Chamber of Commerce, and 26 pole banner sites managed by the University of Oregon.

Pole banners may only be installed on Identified poles that are equipped with special banner brackets. No other poles, including EWEB poles, traffic signal poles, or any other poles without brackets shall be used under any circumstances.

The following general requirements apply to the design and mounting of pole banners:

- No pole banner shall be greater than 2 feet wide and 6 feet tall, or does weigh more than 3 pounds.
- Each pole banner shall be secured against wind blow by attaching a cord to the banner bottom and tying it around the pole. (A weighted bottom does not effectively prevent twisting and this could be a hazard for pedestrians should it become loose.) All tie-downs are to be fully removed when the banner is taken down.

FEES

A fee of \$37.45 is charged per application (event). If the City must remove any banner(s), the applicant will be required to cover all costs of removal, with a minimum \$75.00 charge.

Banner(s) will be removed by the City if not removed on the "removal date" as shown on the approved application.

Fees are due with application and are non-refundable

FOR MORE INFORMATION

Information regarding the Banner Program is available at the Public Works Maintenance, 1820 Roosevelt, Eugene, OR 97402, by calling (541)682-4800, or on the Internet at www.ci.eugene.or.us.