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# Community Sign Policies and Procedures

The Community Sign may be utilized by the following groups:

**Class 1: Activities sponsored by the City of Tualatin**

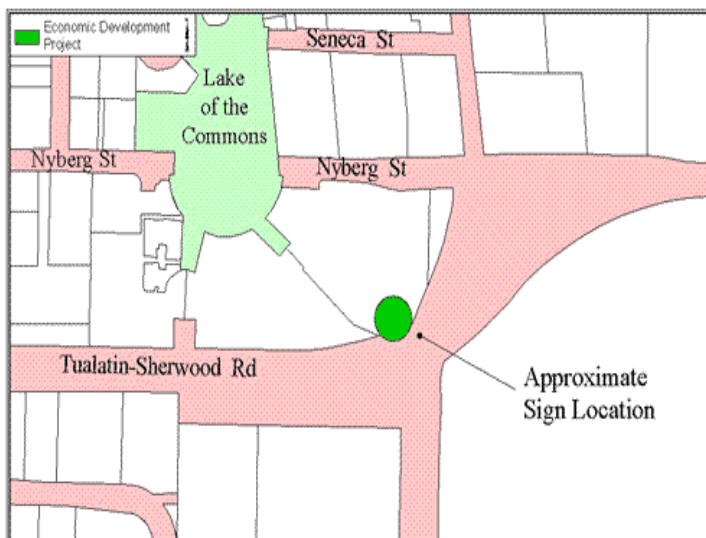
Advance Reservation Period: One (1) year.

**Class 2: Activities co-sponsored by the City of Tualatin, public agencies, or through affiliation with local public schools; or community events without political, religious or commercial objectives as their primary purposes.**

Advance Reservation Period: Three (3) months.

**Banners must meet the following requirements:**

1. The banner must be of commercial grade quality, and in clean, undamaged condition. The banner must be constructed to handle adverse conditions such as high wind, heat and rain. The banner must have holes to allow wind to pass through, and be made of durable waterproof materials.
2. The banner can be in place from 5 to 14 days.
3. The banner should be 42" in height by 114" in length. The sign should have a sturdy method for attachment on the top and bottom portion of the banner. The attachment points should be heavy "grommets" or a similar mechanism.
4. Commercial logos indicating sponsorship are acceptable. Any individual logo must not exceed 10% of the sign surface area.
5. There shall be no extensions, protrusions or accessory pieces attached to, or hanging from the sign. The sign or banner must fit strictly within the above size requirements.
6. City sponsored or co-sponsored events shall have priority in reserving space.
7. Banners may be delivered to the Juanita Pohl Center, located at 8513 SW Tualatin Road, within 24 hours of the date of intended installation. All banners are installed on the community sign by City staff.
8. The banner must be picked up from the Juanita Pohl Center 5 days of removal from the community sign holder.
9. A community event is defined as being open to all residents of the City of Tualatin.



Note:  
The Community sign is located on the northwest corner of Tualatin Sherwood Road and Martinazzi Avenue.