

Tualatin Community Services Department 18880 SW Martinazzi Ave. Tualatin, OR 97062 503.691.3061 503.691.9786 (fax) www.tualatinoregon.gov



Application for Tualatin Community Sign Permit

Name of Organization		
Contact Person:		
Address:		
Phone:	Email:_	
Banner Information	1	
Description of event or for	unction the banner will p	romote (attach additional sheets if necessary):
	cluding colors, material, s ne proposed banner for r	size, lettering, or similar information. * Please attac eview *
an example graphic of th	ne proposed banner for r	eview *
Date of proposed installa Banners should Rd. (inside the Banners need to	ne proposed banner for r ation: I be delivered to the Fualatin Community	Date of proposed removal: Juanita Pohl Center, 8513 SW Tualating Park), the week prior to installation. ommunity Services offices within
Date of proposed installa Banners should Rd. (inside the Banners need to	ation: I be delivered to the Fualatin Community be picked up at Conoval.	Date of proposed removal: Juanita Pohl Center, 8513 SW Tualating Park), the week prior to installation. ommunity Services offices within

Community Sign Policies and Procedures

The Community Sign may be utilized by the following groups:

Class 1: Activities sponsored by the City of Tualatin

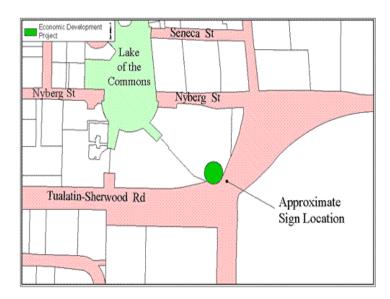
Advance Reservation Period: One (1) year.

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.

<u>Advance Reservation Period:</u> 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.