



BANNER AUTHORIZATION FORM

Contact Information	Material Information		
Name:	Subject:		
Organization:	Date Submitted:		
Phone:	Start Date:	End Date:	
Fax:	Distribution Requested (Select Below):		
Email:	<input type="checkbox"/> Bethany	<input type="checkbox"/> Lammersville	<input type="checkbox"/> Wicklund
Non-Profit Number:	<input type="checkbox"/> Questa	<input type="checkbox"/> Altamont	<input type="checkbox"/> MHHS
Address:		Hansen	

We appreciate your interest in submitting a banner with our District. Your banner will be approved or denied by following Governing Board Policy 1325. **Please allow 5 business days for review of your banner.**

Banners posted on school campuses must follow certain guidelines that meet specific requirements:

- Non-school organizations shall not imply affiliation with LUSD or any of its schools.
- Banners to be affixed on identified fencing of the schools must be made of vinyl or nylon woven.
- Banners must include grommets to distribute weight evenly when posted, and to prevent sagging. Grommets shall be placed on all 4 corners of the banner, and at least every 3 feet in between.
- Banners must be affixed to school fencing using zip ties or cable ties.
- Banners placed on identified fencing may be required to have venting slits due to extreme wind conditions.
- Standard banner size **shall be a minimum 3' x 5' finished to a maximum 4'x6' finished**. Banners of larger sizes shall be approved by superintendent or designee by application.
- A mock design of the banner must be approved by superintendent or designee prior to the organization making the banner.
- Organizations shall indicate the number of days the banner is to be posted. Banners not removed by organizations at the end of their time period will be removed by the school. (Minimum # of paid days 30 days – Maximum # of days: 4 months, with renewal rights)
- Advertising areas where banners can be hung at each school site will be established and Board approved. Requests outside of these identified areas shall be handled on a case by case basis through the Superintendent's Office. Annual review of the Board Policy and Administrative Regulation 1325 will be conducted by the Facilities Use Board Sub-Committee as needed. No banners will be placed on Mustang Way blocking the view of the field and on Central Parkway blocking the view of the high school.
- After approval, organizations posting banners will confirm location placement with the sites. Organizations are responsible for posting and maintaining their materials. Banners are subject to being removed if they become damaged. Removal fee of \$25.00 will be applied to the organization.
- Banners may be posted without charge for Non-Profit organizations
- Attach Civic Permit for all Facility Use approvals

By signing here, I have read and accept these terms: _____

Approval Information (To be completed by District Office)		
Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Comments:
By:		
Signature:		
Date:		