



Banner/Sign Application Guidelines

Cypress School District desires to promote positive relationships between the schools and community organizations. Just as community organizations can build support for the schools, the schools can cooperate with these groups under certain circumstances by publicizing services, special events, and public meetings of interest to students and parents/guardians under the following conditions:

- Banners/signs shall further the district's intended purpose, directly benefit students, and support the basic educational mission of the district.
- Prior to banner/sign installation, an applicant group shall obtain written approval from the Cypress School District Maintenance/Operations department.
- Banners/signs shall be fabricated of quality materials, professionally drawn, and **shall not exceed 24 square feet**.
- Banners/signs shall not contain reflective or metallic materials, moving parts, or lights, and shall not be designed to incorporate any replication of a traffic control sign, device, signal, or directional guide sign.
- Banners/signs shall include the name of the sponsoring organization.
- Banners/signs shall not display prices.
- Banners/signs shall be limited to district-related functions, nonprofit, or other community service organizations serving the residents of the Cypress School District.
- Banners/signs shall be permitted to remain posted on district facilities **for a period not to exceed 14 calendar days**. Each nonprofit organization or community service organization shall be limited to the display of **one banner/sign per calendar quarter**.
- Banners/signs shall be removed by the organization within one business day following the expiration date. If the banner/sign is not removed or is placed without proper authorization, district personnel will remove and dispose of it after a one-week grace period.
- Community banner/sign space is limited at each school site. No more than six organizations will be approved at one time. Due to lack of space availability, no banners/signs will be displayed at Landell.
- You are required to contact the school principal to confirm banner/sign placement. Each site has specific areas where banners/signs are to be placed. If a banner/sign is placed in an unauthorized/unapproved area, it will be removed and disposed of without notification.

Please follow the instructions below for submitting a banner/sign application:

1. Applications must be submitted 10 calendar days before the posting start date.
2. Only an authorized officer from your organization may submit the application. A copy of the banner must be included with the submission.
3. If posting is requested at multiple schools, please list all schools.
4. Once the application is approved, both the applicant and the school site(s) will be notified.

Note to PTAs: Please get approval directly from your principal if only posting at your home school. Should you wish to post at schools in addition to your home school, you will need to submit a banner/sign application.