Public Road Banner Policies

All banners must adhere to the following specifications:

- **3' x 30' and have wind slots.**
- **Have grommets at all four corners and along the top and bottom, spaced approximately 18" x 24" apart.**
- **Be reinforced on all edges by a 1" piece of webbing securely sewn into place.**
- **Have all four corners reinforced by a triangular piece of webbing that extends at least 6" along two edges tor form the triangle.**
- **Must be printed on both sides.**

- **Priority will be give to:**
  - **Lafayette community events**
  - **City-sponsored events**
  - **Chamber of Commerce events**
  - **Public community events (school, library, fire department, etc)**
  - **Semi-public community events (community plays, non-profit events, etc.)**

- **Reservations may be made up to 6 months in advance. If payment is not received at least two weeks prior to the date the banner is to be hung, the reservation will be cancelled.**

- **No commercial advertising is allowed on the banners.**

- **Torn banners will be taken down immediately.**

- **Banners and the receipt for payment must be delivered before 3:00pm Monday through Friday the day before the banner is to be hung to:**

  Public Works City Service Center
  1700 Avalon Avenue
  Lafayette, CO 80026

- **Banners must be picked up at the City Service Center after they are taken down. Banners not claimed within 10 days will be destroyed.**

- **The fee for the hanging and taking down of banners is $50 and can be paid at the Finance Department located in City Hall.**

If you have any questions, please contact the Public Works Department at 303-665-5588 x3328.