CITY OF
LAFAYETTE

Columbia Street Banner Application

Please complete this application to request a banner across Columbia Street, between 3rd and 4th Street, in downtown Lafayette. Banners are hung for a two-week period. While we will do our best to accommodate your request, please be aware that with an abundance of community event banners we may not be able to give you the dates that you have requested. If the exact dates you requested are unavailable, we will contact you to find an agreeable solution.

There are a few steps we would like to make you aware of to make the process simple. Please follow the checklist below. As always, you may contact us with any questions.

1. Contact the City of Lafayette Clerk's Office to schedule installation. Banners are only installed and removed on Tuesday, so please schedule your dates accordingly. Please drop off the banner at the City of Lafayette Traffic Department located at 258 S. 3rd Street 765-807-1401 two (2) weeks prior to the date you would like to have the banner hung.

2. Request approval from the Lafayette Board of Works and Public Safety, (765) 807-1021.

3. Contact your insurance agent to request a Certificate of Insurance to be provided to the City of Lafayette Clerks Department.

4. Banner size is 4'X30', should be double sided and have grommets. A variety of local printing and graphics companies are available for printing, visit http://www.greaterlafayettecommerce.com/members/ and look for banners or printing.

5. **Installation Fee:** There is a ~~$50~~ installation fee due at the time of submission to the City Clerk's Office. waive per Mayor / Clerk

Name: STAND AGAINST RACISM

Organization: YWCA / City of Lafayette

Dates of Request: April 14-28th 2020

Address: 20 N. 6th

Phone: 765-807-1020 Email: cmurray@lafayette.in.gov

*No political banner will be accepted.

Approved by the Board of Public Works and Safety on the _____day of

_____, 2020.

_____
Gary Henriott, President

_____
Cindy Murray, member

_____
Norm Childress, member

_____
Ronald Shriner, member

_____
Amy Moulton, member

ATTEST:

_____
Mindy Miller, Deputy Clerk

Date: _____