

# CITY OF CARO

## Banner Policy

- Only non-profit organizations will be authorized to hang banners within the City.
- Banners shall be related to an activity, taking place within the City of Caro.
- Fees – Put up and take down charges (**must** be paid prior to the banner being hung)  
1 Banner \$150.00
- City DPW Personnel will be responsible for arranging Banner placement.
- City Council must approve all requests for Banners.
- Banners shall be hung for a period not to exceed two weeks.
- Location of Banner will be determined by the City of Caro and shall be first come, first serve.
- No Banners will be stored by the City of Caro.
- Banners must be 24” to 28” wide and 25’ long with wind vents (1/2 moon slit).
- All Banners will be dropped off not sooner than 48 hours prior to the event and picked up no later than 48 hours after the event at DPW, 741 Hooper St. Caro.
- The City reserves the right to refuse any banners that are unsightly, material is not durable or are deemed a safety hazard.

### BANNER REQUEST

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

EVENT \_\_\_\_\_

DATE YOU WISH BANNERS TO BE PUT UP \_\_\_\_\_

DATE YOU WISH BANNERS TO BE TAKEN DOWN \_\_\_\_\_

Approved By: \_\_\_\_\_  
City Council  
By: City Clerk  
Date \_\_\_\_\_

Payment Received by: \_\_\_\_\_  
Date \_\_\_\_\_

Adopted by Council: 04-03-06

Revised 9-19-22

Policy # 06-002