



## CITY OF RANSON BANNER POLICY

### PURPOSE:

The City of Ranson provides designated locations for banner displays to promote community-oriented events that enhance civic pride, cultural engagement, and recreational participation. Banners may be used to advertise non-commercial events hosted by civic, cultural, or nonprofit groups.

This program supports special events that contribute to Ranson's vibrancy and visibility, while complementing the City's appearance and promoting a strong, active, and engaged community. All proposals are reviewed individually, and the City reserves final authority over approvals and scheduling.

### ELIGIBILITY REQUIREMENTS:

- Applications are accepted from civic, cultural, and nonprofit organizations promoting non-commercial community events.
- Banners may not advertise specific products, businesses, or political campaigns.
- Banner content must match the approved application. The City reserves the right to deny placement if the actual banner differs from the approved version.
- Generally, organizations are limited to two events per year, with banners displayed for up to two weeks per event. Extensions may be granted based on scheduling availability and other considerations.

### APPLICATION PROCESS:

Applications must be submitted at least 60 days before the requested installation date.

Applications may be obtained:

- In person at Ranson Visitor Center, 216 N. Mildred Street, Ranson, WV 25438
- Online at [www.ransonwv.gov/forms-and-documents](http://www.ransonwv.gov/forms-and-documents)

**In addition to the completed application, applicants must submit the following:**

1. Banner artwork/design
2. Proof of tax-exempt status

Approved banners must be delivered to Ranson Visitor Center no later than **two weeks prior** to the scheduled installation date.

### SCHEDULING & DISPLAY TIMELINE:

- Banners may be installed up to 14 days before the event date and will be removed within 7 days after the event concludes. Limit of 20 banners unless prior approval by city manager.
- Banner display durations are not guaranteed and may be shortened at the City's discretion due to weather, operational needs, or staffing.
- Early removal (e.g., due to wind damage) will be considered the end of the display period.
- Applicants must retrieve banners from the Visitor Center within 7 days of removal. Notification will be provided via email or phone.



### **BANNER SPECIFICATIONS:**

#### **Pole Banners (Lamp Posts & Utility Poles):**

- Durable outdoor material
- Semi-circular wind slits
- Sewn-in hems
- Metal grommets at all corners
- Size:
  - Lamp Posts: 18" x 36"
  - Utility Poles: 30" x 72"

#### **Lancaster Circle Banners:**

- Durable outdoor material
- Semi-circular wind slits
- Sewn-in hems
- Metal grommets at all corners
- Size:
  - 19 feet (L) x 3 feet (H)

### **LIABILITY & DAMAGES:**

- The City of Ranson is not responsible for damage or loss of banners due to weather, wear and tears, or defects.
- Banners that pose safety risks (e.g., torn, frayed, or hanging improperly) will be removed without notice.

### **SUBMISSION & CONTACT INFORMATION:**

Completed applications and supporting documents may be submitted:

#### **In person at:**

Ranson Visitor Center  
216 N. Mildred Street  
Ranson, WV 25438

#### **By email to:**

[dmclure@ransonwv.us](mailto:dmclure@ransonwv.us)

For questions regarding banner specifications, scheduling, or approval, please contact:

- Debbie McClure, Director of Community Programs – (304) 724-3862, [dmclure@ransonwv.us](mailto:dmclure@ransonwv.us)
- Bill Silveous, Public Works Director – (304) 724-3875, [bsilveous@ransonwv.us](mailto:bsilveous@ransonwv.us)



# CITY OF RANSON BANNER APPLICATION

Business/Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

POC: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Duration of Event: \_\_\_\_\_

Tax Exempt Number \_\_\_\_\_ Number of Banners Requested: \_\_\_\_\_

Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Location:

\_\_\_\_\_ - Lancaster Circle

\_\_\_\_\_ - Pole Banners

I have read and understand the policies and regulations outlined in this application. I agree to comply with and consent to all terms, policies, and procedures as stated..

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AUTHORIZATION:

Approved

Denied

City Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_