



EASLEY
PARKS & RECREATION

TEMPORARY BANNER DISPLAY PERMIT APPLICATION

The City of Easley Parks & Recreation Department provides a limited number of temporary banner display locations to promote community events hosted by qualifying nonprofit organizations.

The purpose of this program is to provide limited public recognition for nonprofit events that support the City of Easley and align with the City's mission of enhancing the quality of life through parks, recreation, wellness, community engagement, and civic pride.

Submission of a Temporary Banner Display Permit Application does not guarantee approval. Banner placement is subject to availability, compliance with City policies, and approval by the Parks & Recreation Director.

Applicant Information

Name: _____
(Last Name) (First Name)

Best Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Applicants MUST include a valid State ID or Driver's License.

Non-Profit Information

Name of Organization: _____

501(c)(3): ☐ YES ☐ NO Website: _____

Proof of nonprofit status may be required upon request.

Event Information

Event Name: _____

Event Dates: _____ Event Location: _____

Brief Description of Event and explain how it benefits or supports the City of Easley's residents: _____

Requested Display Dates

Beginning: _____

Banner Size: _____

Maximum Size XXXX

Ending: _____

Banner Material: _____

Requested Banner Location

Please Select Your Requested Locations

☐ Entrance Ramp on Highway 123 (Near the Post Office)

☐ Highway 123 / Highway 93 Split

☐ Exit Ramp on Highway 123 (Across from Dodge's)

☐ 135 Main Street Entrance into Downtown Easley

Banner Delivery, Installation and Pickup

Approved applicants are responsible for coordinating banner delivery with the Parks & Recreation Director.

- Banners shall be delivered to: **Larry D. Bagwell Gym** (111 Walkers Way, Easley, SC 29642)
- Applicants are responsible for ensuring their banner is delivered by the approved deadline. The City of Easley Parks & Recreation Department will install and remove all approved banners no more than two week prior to the event.
- The City of Easley is not responsible for replacing banners that are lost, stolen, damaged, or destroyed
- Applicants are responsible for picking up their banner from the Larry D. Bagwell Gym within three (3) business days after the approved display period ends.
- Banners not picked up within three (3) business days will be discarded.

Application Review and Approval

Applications are reviewed by the City of Easley Parks & Recreation Department and approved at the sole discretion of the Parks & Recreation Director.

Approval is based on the following criteria:

- City of Easley programs, events, initiatives, and municipal activities receive the first right of refusal for all banner display locations and dates.
- Following City events, complete applications will be considered on a first-come, first-served basis according to the date received.
- Preference may be given to nonprofit organizations headquartered within the City of Easley or organizations whose programs or events provide a direct benefit to City of Easley residents.
- Events are not required to take place within the City of Easley; however, applicants must demonstrate how the event supports or benefits the Easley community.
- Only nonprofit organizations will be considered for banner placement.
- Only one (1) nonprofit event banner will be approved for display at a specific banner location during the approved display period.
- Banner locations are assigned based on availability and are not guaranteed.
- Applications must be submitted at least thirty (30) calendar days prior to the requested display date.
- Organizations that have previously failed to comply with permit requirements, including banner delivery, banner pickup, or other permit conditions, may be denied future banner display requests.
- Approval of one application does not establish priority for future requests.

City Reservation of Rights

The City reserves the right to deny any application that does not align with the City's mission, policies, operational needs, or the intent of this program. The Parks & Recreation Director has the sole discretion to approve, deny, assign banner locations, modify display dates, or revoke any Temporary Banner Display Permit. The City further reserves the right to remove any banner at any time without prior notice due to: Public safety concerns, Emergency operations, Construction activities, Maintenance activities, Damage to the banner or display hardware. Failure to comply with permit conditions. Any circumstance determined by the City to be in the best interest of the public removal of a banner under these circumstances shall not obligate the City to extend the display period or provide compensation to the applicant.

Applicant Certification

I certify that the information contained in this application is true and accurate to the best of my knowledge. I have read and understand the Temporary Banner Display Permit requirements and agree to comply with all policies and conditions established by the City of Easley Parks & Recreation Department. I understand that submission of an application does not guarantee approval and I am responsible for all costs associated with banner design and production.

Applicant Signature: _____ Date: _____

Printed Name: _____ Title: _____