



CITY OF SAN LUIS OBISPO LAGUNA LAKE GOLF COURSE Banner Policy and Procedures

DEFINITIONS

- Banner:** A sign which is installed on the fence on property of Laguna Laker Golf Course, on Los Osos Valley Road, and is temporary in nature.
- Event:** Any meeting, display, exhibit, parade or show that is open to the general public.

Banners require a Laguna Lake Golf Course (LLGC) banner Application Form to be approved by the LLGC Recreation Coordinator agreement and are exempt from the Municipal Code Sign Regulations.

PURPOSE AND APPLICATION

- Banners are displayed to inform the general public of upcoming community events, registrations and notifications.
- City events, Youth and Non-Profit organizations are given priority over for-profit organizations, in that order.

POLICY

1. A banner may be displayed *only to announce an event, program or upcoming registration.*
2. Banners shall use the following format:
 - (a) The **name** of the event shall be printed in the largest and boldest type.
 - (b) The **location and date** shall be printed in a type size smaller than that of the event.
 - (c) The **name and/or logo of the non-profit / organization** sponsoring the event may be displayed in a type size smaller than that of the date and location.
 - (d) Other message or statements are strictly prohibited.

Examples:

An Old-Fashioned Fourth of July

July 4th Mission Plaza

City of San Luis Obispo

Rib Cook-Off

Thursday Night Farmers' Market

SLO Downtown Association

5. Banners shall be installed and removed by the LLGC Staff



City of San Luis Obispo Laguna Lake Golf Course BANNER PERMIT APPLICATION

Please submit the completed Banner Permit Application and fee to the Laguna Lake Golf Course, 11175 Los Osos Valley Road, San Luis Obispo, CA 93405 attention: Chris Woods, no later than two weeks prior to the requested install date. Upon approval, applicant will be notified of approval and placed by LLGC staff. If you have any questions, please call (805) 781-7309.

- **The Banner Permit Fee is \$50.00 per month, with one-month minimum**

Organization:

Address:	City/State/Zip:
Contact Person:	
Phone:	Email Address:
Event:	Event Date:

Event / Program Description

INSTALL DATE:	REMOVE DATE:

The City of San Luis Obispo Laguna Golf Course parks and Recreation Staff will install and remove the banner. All banners must be delivered to LLGC, at least two working days prior to the installation date. All banners must be picked up from LLGC no later than ONE WEEK following the removal date. **Banners not picked up on time will be stored for a period not exceeding 30 days at a rate of \$5.00 per day; after 30 days, the banner will be disposed of.**

SIGNATURE:

DATE:

PRINT NAME:

APPROVED BY / DATE:

APPLICATION RECEIVED: YES / NO

FEE RECEIVED AMOUNT: