

BANNER DAY



ONLINE ONLY

at www.slocity.org/parksandrecreation

Helpful Hints & Tips:

- To save time and be the first in line, create a “New Account” using your email address and password prior to Banner Day.
- Banner Reservations are **not guaranteed** until the reservation request has been approved and full payment is received. Full payment must be received within five business days of approval or the permit will be canceled.

-

Daylight Saving Time Notice:

The ActiveNet reservation system cannot automatically process week-long requests that occur around Daylight Saving Time changes. For banner reservations that are requested during these weeks, please email your request directly to the facility desk at frec@slocity.org. Approval is given strictly upon a first-come, first served basis.

For more information, visit the City’s website at www.slocity.org/parksandrecreation or call 781-7300.

ONLINE BANNER RESERVATIONS STEP BY STEP INSTRUCTIONS:

1. Through the Parks and Recreation website, link to <https://activenet021.active.com/sloparksandrec/> and follow instructions to create a New Account.

The screenshot shows the homepage of the City of San Luis Obispo Parks and Recreation website. At the top, there is a navigation bar with the city logo and links for 'Intro', 'Activities', 'Reservations', and 'Donations'. A search icon and 'My Cart' are also visible. The main banner features a scenic view of a valley with the text: 'Parks Make Life Better! Welcome to the City of San Luis Obispo activity registration and facility reservations website. More program information may also be found at www.slcity.org/parksandrecreation.' A yellow 'Sign In/Up' button is highlighted with a red circle. Below the banner are three smaller images: 'Register Now Activities' (showing a child), 'Facility Reservations Reservations' (showing a building), and 'Donations' (showing hands holding a heart).

Program information is subject to change. Some programs are not available for online registration.

The City of San Luis Obispo Parks and Recreation Department is committed to providing equal access to all ability levels. We welcome people with disabilities into our programs, services, and facilities. For more information, please contact the City of San Luis Obispo Parks and Recreation Department at (805) 749-2200. We are also committed to providing equal access to all ability levels. We welcome people with disabilities into our programs, services, and facilities. For more information, please contact the City of San Luis Obispo Parks and Recreation Department at (805) 749-2200.



2. Once your account is created, select Reservations and Search Banners either Higuera Street or Marsh Street banner locations.

The screenshot shows the website header with the City of San Luis Obispo logo and navigation links for Intro, Activities, Reservations, and Donations. The Reservations link is circled in red. Below the header, the page title reads "BOOK AN EVENT. BOOK AN AMAZING EXPERIENCE." A search bar containing the text "banner" is also circled in red, with a dropdown menu showing "Higuera Street Banner" and "Marsh Street Banner". Below the search bar are four event categories: Meetings (indoor room), Social Gatherings (outdoor patio), Street Banner Reservation (street scene), and Weddings (blue house).

3. This will bring you to the Reservation Event Information page. Complete fields as shown below.



Intro > Reservations > Search results > Resource detail



Higuera Street Banner

Street Banners | SB-HS

Maximum: 10000 attendees

Special Event Site
1341 Nipomo Street
San Luis Obispo, CA, 93401

(805) 781-7296

Melissa Mudgett Supervisor

Description: Street banners are an effective marketing tool for upcoming special events. Appropriate fees are required to reserve a week-long space. Please check the banner policy prior to completing a banner reservation request (view policy here):

<http://www.slocity.org/parksandrecreation/download/specialevents/bannerpolicy.pdf>.

Banners are permitted on a first-come, first-serve basis. NOTE: The minimum size a banner can be is 3 ft. x 8 ft. and the maximum is 4 ft. x 24 ft. Banners not meeting minimum requirements... [Read More](#)

Reservation Rules

- 1 Current facility reserve by Week.
- 2 Residents must make reservations between 14 day(s) and 365 day(s) in advance.
- 3 Non-residents must make reservations between 14 day(s) and 365 day(s) in advance.
- 4 Require staff approval

Hours of Availability

Every Day of a Week

Opening 24 Hours

Date

Apr 26-30, May 1-2, 2021. All day event ×
Available
[+ Add new date and time](#)

The facility must be reserved by week, the system has adjusted your date and time according to facility settings.

Attendee

1

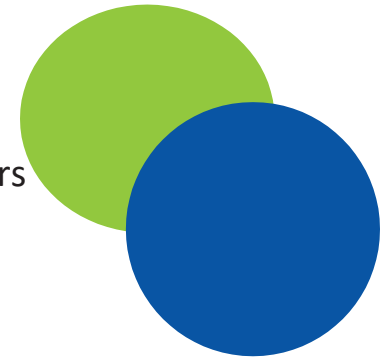
Proceed

Select Week

Use "1" for Street Banner Rentals

4.

On the Checklist/Questions page, you will need to agree to two applicable waivers and supply more information to best process your request. Click Reserve .



Reservation Form

Event Details

* Who do you reserve for? (Required)

Joe Recreation

* Event name (Required)

SLO TRI

* Event type (Required)

Street Banner Reservation

Booking Information

Higuera Street Banner

Mon Apr 26, 2021 12:00 AM - May 3, 2021 12:00 AM

Custom Questions

* What organization is requesting this street banner permit? (Required)

* What is the event the street banner will be used to advertise? (Required)

* What is the date of the above event? (Required)

* Banner wording shall be approved by the City prior to issuance of a banner permit to insure consistency with this policy. Deviation from the approved wording is cause for the City to either refuse to install or to remove any banner. PLEASE CLEARLY LIST BANNER WORDING HERE.

Waiver

Initials * I have read and agree to [Banner Procedure](#). (Required)

Initials * I have read and agree to [Hold Harmless Agreement](#). (Required)

SLO TRI	
Higuera Street Banner	1 booking
	\$0.00
Fee Summary	
Subtotal	\$0.00
Tax	\$0.00
Total	\$0.00
Reserve	
Add another resource	

Your street banner request is **NOT**



yet done!

KEEP READING:

1. Once the reservation request is processed, an email will be sent to your account notifying you of the request status.
2. If your request has been approved, a banner permit will be sent via email. Please review the Banner Policy carefully to ensure compliance with all banner regulations - failure to do so may jeopardize your permit request approval.