



148 Smithtown Boulevard • Nesconset, NY • 11767
 (631) 360-2480 x 292 fax (631) 265-2044
 ATTN: Administration Office

BANNER DISPLAY APPLICATION

This application must be complete and the dates confirmed as available by the Administration Office in order to be presented to the Library's Board of Trustees for approval.

All banners to be displayed on Library property must comply with the following size specifications:
Size: 8.5'W X 3'H **Material: Vinyl or Canvas**
Additional: Four (4) corner grommets - one (1) in each corner

Organization Name: _____

Contact Name: _____ Phone: _____

Address: _____

Nature of banner: _____

Select Building for Banner Display: ___ Smithtown ___ Commack ___ Kings Park ___ Nesconset

Display Start Date: _____ Display End Date: _____

Wording on Banner: _____

If graphics will be displayed on the banner, a copy of all artwork MUST be attached to this application.

- Applications must be made in writing at least two (2) months in advance of the date desired and must be signed by a Library District resident.
- Scheduling availability will be determined solely by the Library and implementation and enforcement are delegated to the Library Director. Final approval of all applications rests with the Library's Board of Trustees; no application is authorized until approved by the Board of Trustees and signed by the Library Director.
- The display of a banner may not exceed thirty (30) days prior to the event that is being publicized. The Library reserves the right to revoke its permission or remove a banner earlier than approved should there be a conflict with Library related services, programs, activities or in the case of an emergency.
- An approved organization may only display one banner at one building within the Smithtown Special Library District during a scheduled period.
- The Library allows only non-profit organizations to display a banner free of charge as a service to the community and shall not be responsible or liable for any damage or loss arising from or attributable to acts, events or omissions beyond the control of The Smithtown Library (ie. acts of nature, accidents, or acts of vandalism) which result in damage or loss to banners that have been placed on Library property.
- Organizations will receive notification of approval/disapproval; approved banners are to be delivered to the buildings at which they will be displayed. Library staff will install and remove all banners. Banners that are not picked up at the conclusion of the display will be discarded.
- Modifications to the above terms may be effected by the Library Director at his/her discretion.

I have read and agree to The Smithtown Library's *Signage Display Policy* and do hereby agree to adhere to this policy and the specifications as denoted above.

Signed: _____ Date: _____

FOR OFFICE USE ONLY

Date App Received: _____ **Initials:** _____

Director Reviewed Date: _____ **Initials:** _____