



129 West Pioneer Trail • Aurora, OH 44202 • Office: (330) 562-4333 • Fax: (330) 995-9154

COMMUNITY EVENT BANNER REQUEST FORM

This form is to be completed by individuals or groups wanting to place a community event banner on city property. Banner requests will be considered for all Aurora non-profit groups promoting events that benefit and involve the Aurora community at large. Advertisements for business or commercial reasons are not permitted. This form must be submitted to the Parks and Recreation Office. Approval is at the discretion of the City of Aurora.

ORGANIZATION INFORMATION

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone #: (_____) _____ - _____

MAIN CONTACT INFORMATION

Name: _____

Phone #: (_____) _____ - _____ Email: _____

EVENT BANNER INFORMATION

Event Name: _____

Event Date: _____ Requested Posting Date(s): _____

Banners can be hung for one week only

Type of Banner: _____ Width: _____ Length: _____

Banners are to be 3' wide and up to 20' long

Posting Location: Bicentennial Park Veterans Memorial Park
 Other (specify: _____)

Banners will be posted by City of Aurora Parks and Recreation Staff. Banners must be dropped off and picked up at the Parks and Recreation Office during normal business hours. Banners not picked up within 2 weeks after conclusion of approved posting times will be discarded.

Signature

Date

FOR OFFICE USE ONLY:

Approved Approved Posting Date(s): _____

Denied Explanation: _____

Staff Initials: _____ Date: _____