



**Mount Joy Borough
21 East Main Street
Mount Joy, PA 17552**

Mount Joy Borough Policy

Effective: June 2, 2014

Reviewed: _____

Revised: _____

POLICY FOR BANNERS DISPLAYED ON BOROUGH BANNER POLES AT 21 EAST MAIN STREET

1. BACKGROUND:

- In the past various community organizations hung banners across Main Street in Mount Joy Borough.
- The banners were hung between PPL utility poles
- PPL notified the Borough that banners could no longer be hung on PPL utility poles.
- As part of the Mount Joy Rail Enhancements Project, Phase 1, banner poles were installed at the Borough office, 21 East Main Street, Mount Joy.
- Main Street, State Route 230, is State road and PennDOT regulations for hanging banners must be followed:
 - Borough Council must adopt a resolution and submit an original, signed copy to PennDOT District 8 Traffic Unit.
 - The resolution will provide the location, width, length and suspension height from the roadway of the banner.
 - The resolution will also provide the name of the event, and dates of display.
 - The permit request and resolution must be received by the PennDOT District 8 Traffic Unit at least four weeks prior to the banner being hung.
 - Banners should not be hung for more than two weeks prior to the event and should be removed as soon as practical after the event.
 - No more than 20% of message may relate to naming or advertising a commercial product, enterprise, business or company regardless of whether they are sponsoring the event of banner installation.

2. POLICY

- Requests
 - Requests to hang banners including but not limited to those of a personal, commercial or political nature will not be considered.
 - Requests for banners to be hung on the Mount Joy Borough banner poles must be submitted on the form provided by the Borough to the Chief of Police.
 - A Certificate of Insurance naming the Borough as the additional insured must be provided.
 - Receipt of PennDOT permit could take up to 12 weeks from date of submission. Submission of requests with insufficient and/or incorrect information may cause further delay. The Borough assumes no responsibility for delays caused by a longer response time from PennDOT.
 - Requests will be considered on a first come-first served basis.
- Banner Specifications- Please see attachment "A" for banner specification.
- Only Borough Staff of designee(s) will be permitted to install and remove banners.
- The Borough reserves the right to remove the banner as deemed necessary.
- The Borough shall not be responsible for any damage that may occur to Banner by weather or vandalism.
- This policy applies as it pertains to employees of Mount Joy Borough.
- This policy applies as it pertains to any person, persons or organizations requesting a banner to be hung on the Mount Joy Borough banner poles.

3. RESPONSIBILITY

- It shall be the responsibility of all individuals, groups and organizations to comply with this policy.

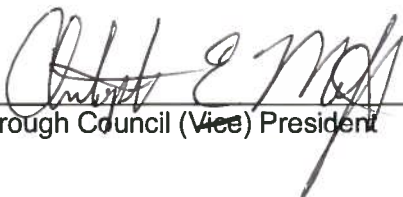
4. DISTRIBUTION

- As needed.

5. EFFECTIVE DATE

- This policy is effective June 2, 2014

THIS POLICY APPROVED AND ADOPTED BY ORDER OF THE MOUNT JOY BOROUGH COUNCIL ON THIS 2ND DAY OF June, 2014.



Borough Council (Vice) President