Parks and Recreation Department
9291 Old Redwood Hwy, Suite 300D
APPLICATION
Office: 707-838-1260, Fax 707-838-1264
Hours: M-TH, 7:00 a.m. to 6:00 p.m. **(CLOSED ON FRIDAYS)**

Town of Windsor –Exchange Bank
E-BANNER DISPLAY

Date of Application:_____ Organization:_____

E-mail:_____ Phone:_____

Contact: _____ Fax:_____

The e-banner display program is offered to non-profit organizations holding a 501(c) (3) or substantially equivalent status. Applications are considered on a first-come, first-served basis. Applications can be submitted by person, mail, or fax. The e-banner is located at the corner of Lakewood Drive and Old Redwood Highway in the landscaped area of Exchange Bank.

The following information must be completed for approval:

Background color: ☐Blue ☐Green ☐Black ☐Technician to choose best colors available for text & background.

Each line can have up to 20 characters, this includes spaces between words. Please complete with one letter per space below.

Text Color ☐ Yellow	☐Blue	☐Orange	☐Red	☐ White (Select one color)	
Text Color ☐ Yellow	☐Blue	☐Orange	☐Red	☐ White (Select one color)	
Text Color ☐ Yellow	☐Blue	☐Orange	☐Red	☐ White (Select one color)	
Text Color ☐ Yellow	☐Blue	☐Orange	☐Red	☐ White (Select one color)	

Display period being requested ☐(1-2 weeks) ☐(3-4 weeks): From Monday, _____ to _____

Policy and Requirements:

1. There will only be a maximum of ten (10) banners displayed at any given time.
2. Approved e-banners may be displayed at the above location for up to twenty-eight (28) continuous days, from Monday to Sunday.
3. Applications may be submitted up to twelve (12) months before the scheduled event and no less than fourteen (14) days prior to the posting date. No exceptions will be made to the policy.
4. For an additional consecutive slide pertaining to the first slide, a fee of $76 will be charged.
5. E-banners are displayed to publicize local cultural, recreational, educational and social services, programs or other special events open to the general public, that are of interest to the Town of Windsor and its residents.
6. An additional 2-week posting with a maximum of 4 weeks is acceptable for an additional fee of $76.
7. E-banners containing a website address will require a copy of website information submitted with the application.
8. Information about the event displayed on the banner may be placed on the Town of Windsor Parks and Recreation calendar website or the Windsor Chamber of Commerce website at the discretion of either party.
9. The Town of Windsor reserves the right to decline an application that does not meet the stated intent and criteria of this e-banner display policy.
10. For the complete e-banner policy, please visit www.townofwindsor.com/e-banner

I have read and understand the Town of Windsor e-banner requirements:

_____ _____

Applicant's Signature Date

Office Only

Request Approved_____ Request Denied: _____ Posted on calendar:_____ Published_____

The banner fee is $76.00 per posting. This fee must be submitted with the banner application.

Credit Card Holder Name: _____

Credit Card ☐ M/C ☐ Visa **Card #**_____**Exp.** _____**CVS#**_____

Credit Card Billing Address:_____

☐ Cash ☐ Check

R. **Electronic Banner Display Program Policy**

The Town of Windsor E-banner display at Exchange Bank is intended to serve as a limited public forum for non-commercial messages in accordance with this E-banner Display Policy.

1. E-banner display program is offered to non-profit organizations holding a 501(c) (3) status.
2. E-banners are displayed to publicize local cultural, recreational, educational, and social services, programs or other special events open to the general public that are of interest to the Town of Windsor and its residents.
3. The Town of Windsor reserves the right to decline an application that does not meet the stated intent and criteria of this E-banner Display Policy.
4. Applications are considered on a first-come, first-served basis.
5. One slide is limited to four lines of 20 characters, including spaces, to create a clear and concise message.
6. Display period options: 1-2 weeks, 3-4 weeks: from Monday to Sunday.
7. The application fee is $76 for up to the first 2 weeks of display and is due upon receipt of the E-banner application.
8. Approved E-banners may be displayed for up to twenty-eight (28) continuous days, from Monday to Sunday.
9. For an additional consecutive slide pertaining to the first message slide, an additional fee of $76 will be charged.
10. An additional 2-week posting with a maximum of 4 weeks is acceptable, also with an additional fee of $76.
11. Applications may be submitted up to twelve (12) months before the scheduled event, program, or service and no less than fourteen (14) days prior to the requested scheduled date. Banner applications submitted less than fourteen (14) days prior to the posting date will not be accepted. No exceptions will be made to this regulation.
12. E-banners containing a website address will require a copy of website information submitted with the application.
13. Information about the event displayed on the banner may be placed on the Parks and Recreation Calendar of the Town of Windsor or Windsor Chamber of Commerce websites at the discretion of either party.
14. A maximum of ten (10) single banner messages can be displayed at one time. This may include five "paid" application banner messages, four (4) Town or "co-sponsored" messages and one (1) internal message for important last minute, Town or emergency postings.
15. The following agencies are considered co-sponsors or partners with the Town of Windsor and therefore are not required to pay the application fee: Windsor Unified School District, Windsor Library, Windsor Garden Club, County of Sonoma, Fire District, Sonoma County Animal Control (via Police Department) and the Parks and Recreation Foundation (via Parks and Recreation Department).
16. Final approval of an application or co-sponsor/partner designation of applicant is made at the discretion of the Town Manager or designee (Parks and Recreation Director).
17. In the event of more requests than allowable banner messages, the Town reserves the right to determine first priority of displays.