



27W465 Jewell Road – Winfield, IL 60190

Telephone: (630) 933-7100 – Fax (630) 665-1767

<http://www.villageofwinfield.com>

COMMUNITY ANNOUNCEMENTS POLICY AND REQUEST FORM

The following policy for submissions has been developed to advocate for equity and efficiency among those community organizations wishing to post notifications of an event. All submissions are respectfully requested to adhere to the specifications of this policy. The Village of Winfield is not responsible for, nor does it endorse any of the information and/or activities posted on the community events sign, the character generator, or any banner. (Note: Any of these policies may be revised at any time.)

General Limitations for Submissions:

1. Banners and/or announcements are limited to upcoming charitable, cultural, educational, and entertainment events and celebrations that will occur in the Village. The submitting organization must be a not-for-profit organization. (The organization does not seek to gain a profit from its activities. Monies and services gained are for actual operating costs and/or charitable purposes.)
2. Submissions that are advertisements for private business or are political in nature will not be approved
3. All submissions must be in writing, either on the form below or attached, and approved by Village Administration. Any wording can be edited at the discretion of Village of Winfield Administration.
4. Submissions will be accepted on a first come-first served basis.
5. Submissions will be posted no more than two weeks in advance of the event.
6. Village news/events take precedence.

Community Sign Submissions:

1. Submissions must be submitted 7 days prior to the requested posting date.
2. **Wording is limited to 4 lines, 15 spaces per line.**

Public Access Channel Bulletin Board Submissions:

1. Submissions must be submitted 7 days prior to the requested posting date.
2. **Wording is limited to 8 lines, 32 spaces per line.**

Banner Installation over Winfield Road:

1. Banner submissions must be submitted 30 days prior to the requested posting date and include a description of text, including color and typeface, as well as a description of artwork to be printed on the banner. Note: Corporate sponsor logos are allowed, but must be limited to no more than 20% of the banner's space and must be limited to the logo only.
2. The banner must be two sided and be a maximum of 3 feet in height and 30 feet in length, using a minimum of 16 ounce banner material. Grommets must be located at 24-inch intervals and all corner grommets must be reinforced. No more than two pieces can comprise the banner.
3. The banner has to be professionally manufactured and produced by a banner company. No "homemade" banners are permitted.
4. There is no fee for the first banner approved for an organization in a calendar year. There will be a permit fee of \$160 for each additional banner approved for the organization in a calendar year to cover costs of installation and removal by Village employees. Additional banners will not be installed if this fee is not paid in advance.
5. Banners must be delivered to Village Hall at least 7 days prior to installation, and must be picked up within two weeks after removal. If the banner is not picked up within two weeks, it will be disposed of by the Village.

The applicant, his successors and assignees agree to release, indemnify, and hold harmless the Village, individual members of the Village Board and its agents and employees from any and all claims, suits, demands, costs, liabilities, losses and expenses, including, but not limited to, the cost of the defense thereof and attorneys' fees therewith, in any manner resulting from, arising out of or connected with any action or claim concerning the Banner Installation Policy for the Village of Winfield.

I have read, understand and agree to the Village's "Community Announcements Policy and Request Form".

Applicant Name: _____

Address: _____

Phone: _____ Email: _____

Organization: _____

Organization Address: _____

Signature _____

Please check and complete all that apply

____ **Community Events Sign**

Start date _____ **End date** _____

____ **Public Access Bulletin Board**

Start date _____ **End date** _____

The first line of the message is your heading. Please be as brief as possible and state only the necessary information for the message to be understood. Your message may be edited depending on the amount of space available.

Message: _____

____ **Winfield Road Banner**

Start date _____ **End date** _____

Meets Community Announcements Policy requirements? _____

For office use only: Date Submitted _____

Date posted _____ CES _____ CG _____ BANNER _____ CAL _____