

BANNER REQUEST FORM

Scarborough Community Services

259 U.S. Route One, Third Floor
P.O. Box 360
Scarborough, ME 04070-0360
207.730.4150 Fax: 207.730.4165

Revised 06-2010

Instructions/Information

- Please complete entire form.
- This request is to install a banner above Route 114, Gorham Road, by Scarborough High School.
- **For non-profit organizations only.**
- Event must be within the Town of Scarborough.
- Fee: \$150 due upon receipt of application.
- **Most banners will be hung on the weekend.**
- Banner will be displayed no longer than two weeks.
- Additional fees may apply if there are weather problems.

Organization Information

Organization Name _____

Street _____ Town _____ State _____ Zip _____

Telephone Number _____

Fax Number _____

Contact Information

Contact Person _____

Street _____ Town _____ State _____ Zip _____

Home Telephone _____

Cell Phone _____

Banner Information

Description of Activity _____

Location of Event _____ Date _____

Date to Install Banner _____

Date to Remove Banner _____

Reminder: 2-week display only

Specifications

- Length: 30 feet Width: 3 feet
- 100-foot-long rope **sewn** into the top and bottom ½-inch twisted nylon rope run continuously through, leaving 35 feet on both ends.
- 22 total grommets – 3 feet on center, top and bottom.
- 22 hooks -- 5/16 snap link.
- There should be 80 air holes throughout the banner – big slats/cuts.

Signature

Signature of Responsible Party _____

Date _____

To be completed by Community Services:

Approved _____

Denied _____

Bruce W. Gullifer, Director

Date _____

Contacted Don Mitchell by phone (Date) _____ E-mailed Mitchell (check) _____ Called applicant re approval _____