

# SLOAN TRIANGLE POLICIES

- Banners displayed in the Sloan Triangle should promote a not-for profit special event or activity being held in Clarendon Hills, or by a Clarendon Hills community organization, that may be of interest to the community. Examples of acceptable events for Sloan Triangle promotion are school-sponsored events, church events, park district activity announcements, misc. community events, and activities sponsored by a not-for-profit organization in or affiliated with the community. Political signs, Advocacy groups, and public service announcements will not be permitted for display.
- Organizations wishing to place a banner in Sloan Triangle must complete an application.
- The sign is reserved on a first come, first serve basis, however the Village reserves the right to change the dates banners will be displayed and the side banners are displayed on, depending on Village needs.
- Banner signs must be dropped off to the Village Hall (1 N. Prospect Avenue) between hours of 9:00 am to 4:30 pm, at least two days prior to the date it is scheduled to be displayed. The Village Public Works Department will hang the sign for display in the Triangle.
- The maximum duration for displaying is two weeks. **Banners need to be picked up at Village Hall within 14 days of the banners being taken down or they will be disposed of.**
- The Village reserves the right to deny posting a sign in the Triangle if content is deemed inappropriate or the sign otherwise violates any provisions included in this policy.
- The Village is not responsible for any damage that occurs to the banner while it is in Village possession or displayed in the Triangle
- NOTE: The Village of Clarendon Hills will have priority use of Sloan Triangle for its events.

## SIGN/BANNER REQUIREMENTS (Updated November 2015)

- Banner must be made of either vinyl or canvas
- Finished size shall be **47" high and 63" wide** (Landscape Orientation)
- ***Banners that are too large will not be placed on the Triangle***
- There shall be a total of four (4) grommets, one in each corner
- The center of the grommet is 1 inch from each corner
- Grommets shall be ½" (or larger) inner diameter
- Banner shall be one sided
- If the day, date, time, etc. of your event changes annually, you should make provisions for this when having your banner created

