



## City of Moose Jaw RECREATION FACILITIES BANNER POLICY

<b>POLICY:</b>	<i>Recreation Facilities Banner Policy</i>	<b>POLICY NO.:</b>	<i>PR-001-2021POY</i>
<b>POLICY Owner</b>	<i>Department of Parks and Recreation</i>	<b>Approved on:</b>	June 14, 2021
<b>Approved by:</b>	<b>City Council Resolution #2021-06-01-750</b>	<b>Effective Date:</b>	June 15, 2021
<b>Last Reviewed:</b>	<b>New</b>	<b>Next Review:</b>	May 2023

### 1. Purpose

1.1 The purpose of the Policy is to:

- a) Recognize and celebrate local individuals and teams that have been successful in provincial, regional, national or international competitions or championships;
- b) Outline the approval process to hang banners that recognize these accomplishments in recreation facilities; and
- c) Provide clear direction for recovery of costs associated with hanging banners.

### 2. Definitions

- 2.1 Recreation Facilities: City of Moose Jaw operated indoor and outdoor recreation facilities, including Kinsmen Sportsplex Pool, Kinsmen Arena, PlaMor Palace, Phyllis Dewar Outdoor Pool, Outdoor Sportsgrounds, and Yara Centre.
- 2.2 Recognition Banners: Material Recognition of an achievement using text and/or logos that is hung in a public place.
- 2.3 Department: Parks and Recreation Department for the City of Moose Jaw.

### 3. Scope

- 3.1 Recognition banners will be hung at the primary facility the individual, team or organization participates.
- 3.2 Requests to install advertising banners fall under the scope of the City of Moose Jaw Advertising and Sponsorship Policy.

#### **4. Guidelines**

- 4.1 The Department must approve the location, type and size of banner. Facility walls will be the preferred location.
- 4.2 Recognition may be specified in other locations such as lobbies or rafters as approved by the Department.
- 4.3 The banner must be a local individual, team, organization of Moose Jaw or have a significant impact on the community.
- 4.4 Dependent on the number of banner spaces, old banners may be taken down and returned to the local organization for archival purposes.
- 4.5 Banners remain property of the local individual, team or organization after installation.
- 4.6 At the discretion of the Department, the applicant may be responsible to pay any costs associated with installing the banners outside of the Department's regular operating costs. These fees will be based on cost recovery.

#### **5. Procedure**

- 5.1 Individuals or groups must complete the Recreation Facilities Banner Application form as per "Schedule A" of this policy.
- 5.2 Banners will be given to the Department to schedule the installation. All attempts will be made to install banners within timeline that is requested based on operational requirements.
- 5.3 Banner raising ceremonies will be coordinated with the Department.

#### **6. Responsibilities**

- 6.1 City Council is responsible for:
  - a) Approval of the policy and all amendments.
- 6.2 Parks and Recreation Department is responsible for:
  - a) Approval of location, type and size of the banner;
  - b) Installation of banners; and
  - c) Invoicing individuals, teams or organizations for installation of banners as necessary.

6.3 Individual, teams or organizations are responsible for:

- a) All costs related to the design and development of banners;
- b) All fees for the installation; and
- c) Repairs to banners as required.

<b>APPROVED</b> City Manager's Signature:	
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**Schedule A**  
**City Moose Jaw**  
**Recreation Facilities Banner Application**

Individual/Team/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Primary phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please share the accomplishment of the individual, team or organization that the banner will recognize:

Banner Dimensions: \_\_\_\_\_ Banner Material: \_\_\_\_\_

Facility \_\_\_\_\_ Location in the Facility \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_

Approved by

Comments and Fees:

\_\_\_\_\_  
Moose Jaw Parks and Recreation