

# Banner Application Form

*Non-profit organizations that RMA regularly works with may apply to have event banners placed in the community for events of general interest only on RMA property. Once the banners have been approved by RMA, they will be installed at two locations on the North and on the South at the place designated for banners by RMA. RMA will post the banners.*

Submittal Date \_\_\_\_\_

Name of Group \_\_\_\_\_

Contact Name & Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Name of Event \_\_\_\_\_

Date of the Event \_\_\_\_\_

Location of Event \_\_\_\_\_

- Banner requests must be submitted to the RMA 4 weeks prior to the proposed event. Banners may not be submitted any earlier than 5 days prior to the posting date.
- Upon approval, the banners may be displayed approximately 14 days prior to the date of the event and removed the day after the event. Banners for monthly events will be displayed approximately 7 days prior to the event and removed the day after the event.
- The banners must be picked up within 5 days after the event is over – RMA will not store the banners.
- Please provide a color sample and/or pictures of the proposed banner.
- Banners must be 6' long x 2' high with rivets at all corners.
- RMA does not accept responsibility for the banners if they are lost, stolen, vandalized, torn or otherwise harmed.

I understand the conditions on the banner application form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Banners approved:

\_\_\_\_\_  
Architectural Manager

\_\_\_\_\_  
Date

Banners will be posted on these dates \_\_\_\_\_