

Temporary Signage Policy for Outside Groups

All signs posted on District property require the permission of the District prior to their placement. South Whidbey Parks & Recreation District hereby authorizes and approves the following Signage Policy applicable to non-profit groups, civic organizations and youth sports leagues, if such entities are authorized to use District facilities by a permit issued by the District. This policy applies to signs larger than 11"x17".

Sign Permit

All signs placed on District property require the requesting organization to obtain a permit in advance of the proposed installation. Permits are available on the District website – www.swparks.org, or from the District office – 5475 Maxwellton Road, Langlely.

Types of Signage

Non-profit groups, civic organizations and athletic leagues are allowed to place signs or banners that inform the community of one-time or limited duration events taking place at the District, including, but not limited to, registrations, tournaments, fundraisers, clinics, and workshops.

Athletic leagues are allowed to display banners that feature sponsors or inform the community of one-time or limited duration events taking place at the District, including, but not limited to, registrations, tournaments, fundraisers, clinics, and workshops.

Where appropriate, banners must be equipped with wind slits.

Location

Athletic leagues are allowed to place sponsorship banners at the following locations:

- Sports Complex – chain link fence along entry drive to parking lot.
- Community Park – backstops and dugout fences, with sign surface facing away from the field of play.

All other sign placement will be evaluated at time of request.

Signs or banners authorized to be placed on District property pursuant to this signage policy are to be installed and taken down by a League authorized representative or upon club representative's permission, the parks maintenance staff.

Duration

One-time or limited duration events – signs may be placed no sooner than two weeks before the first day of the event and must be removed no later than the second day after the last day of the event.

Athletic league sponsors – signs may be placed no sooner than one week before the first practice of the season and must be removed no later than one week after the last official game of the season.

If any signage is left up past the specified duration, staff will attempt to contact the responsible party to have the signs removed. If the party cannot be reached or has not responded after one week, staff will carefully take down the signs and store them until the responsible party can be reached to pick them up.

Signage placed at own risk

All banners and signage are placed at the sole risk of the specific non-profit, civic organization or athletic league and SWPRD will not reimburse said organization for any damage to their signage nor any damage caused by their signage regardless of circumstances. All organizations applying for a signage permit will be required to sign documentation indemnifying SWPRD from any responsibility for the signage as part of the application for permit process prior to the placement of any signage.

Approved by the Board of Park Commissioners on 12/20/06
Revised and Approved by the Board of Commissioners on 4/17/13