



City of Flagstaff

Community Development Division

211 W. Aspen Ave
 Flagstaff, AZ 86001
 www.flagstaff.az.gov

P: (928) 213-2104
 F: (928) 213-2609
 banner@flagstaffaz.gov

BR

Date Received	Application for Civic/Non-Profit Banner Reservation		Reservation Number
Civic/Non-Profit Organization Name		Proof of Non-Profit Status 501(c)(3) number	
Event Name		Date(s) of Event	
Brief Description of Event			
Applicant Name		Email and Phone	
Requested Start and End Date of Posting(s)			
Requested Locations (limit 3 locations and 1 banner per location)	<input type="checkbox"/> Beulah Blvd. & McConnell Dr. <input type="checkbox"/> Butler Ave. & Fourth St. <input type="checkbox"/> Cedar Ave. & West St. <input type="checkbox"/> Country Club Dr. & Nestle Purina Dr. <input type="checkbox"/> Kendrick St. & Ft. Valley Rd.	Requested Banner Position: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 Requested Banner Position: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Requested Banner Position: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Requested Banner Position: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 Requested Banner Position: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
Restrictions:		Banner Positions and Dimensions	
<ul style="list-style-type: none"> Banners can be posted up to 7 days maximum before the date of your event No more than 3 events per organization per year No more than 3 sites can be reserved for an event No more than 1 banner per posting location Reservations can be requested no earlier than 90 days before your event Banner size cannot exceed 3' x 8 Banner must be removed within 1 day after event. 		<p style="text-align: center;">*Banner position #4 is behind the structure.</p>	
<p><i>Additional information and reservation availability may be viewed online at www.flagstaff.az.gov/nonprofitbanners.</i></p> <p><i>All applications will be reviewed for completeness by the end of the next business day, and they will be reviewed for approval within 3 business days of receipt.</i></p>			
<p>_____ (Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff and the State of Arizona. I understand that City staff may remove unlawfully placed banners or those that do not have staff approval.</p>			
For City Use			
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Approved:	
Final Posting Date:		Final Removal Date:	
Final Locations and Banner Postions:			