

COUNTY OF ROCKINGHAM
 DEPARTMENT OF PUBLIC WORKS
 20 East Gay Street/Entrance C
 Harrisonburg, VA 22803
 540-564-3020 (Office)
 540-564-3048 (Fax)



BANNER APPLICATION (Check all that apply)

EAST SIDE of Square

*Banner Removal is to be completed by 9:30 AM on Monday and
 New Banner Install is to be completed after 9:30 AM on Monday.*

WEST SIDE of Square

ORGANIZATION INFORMATION

Organization		Telephone Number	
Mailing Address			
Contact Person		Telephone Number	
Email Address			

BANNER INFORMATION

Purpose of banner			
Message on banner			
Who will erect banner? Name		Telephone Number	
Erection Date		Removal Date	

CRITERIA

- Organization must be non-profit.
 - Maximum of 7 days (Monday through Monday). Holiday week dates may need to be adjusted in order to obtain the crank tool from the Clerk of Court's office.
 - Crank tool for install/removal of banners is available at the Clerk's Office at the Courthouse beginning at 9:00 AM. A copy of your approved banner form along with your driver's license is required to obtain the crank tool.
 - Organization is responsible for hanging and removing banner.
 - Maximum banner size - 10' wide x 4' tall (with grommets & wind slits if possible)
- APPROVED
 DENIED
 Emailed final approval

Lisa Shepard		Date	
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lshepard@rockinghamcountyva.gov

LS 2020