

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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