



148 Smithtown Boulevard • Nesconset, NY • 11767  
(631) 360-2480 x 233 fax (631) 693-2315  
ATTN: Community Relation Department

**BANNER DISPLAY APPLICATION**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Select Building for Banner Display: \_\_\_\_\_ Smithtown \_\_\_\_\_ Commack \_\_\_\_\_ Kings Park \_\_\_\_\_ Nesconset

Display Start Date: \_\_\_\_\_ Display End Date: \_\_\_\_\_

Wording on Banner: \_\_\_\_\_

*If graphics will be displayed on the banner, a copy of all artwork MUST be attached to this application.*

**BANNER DISPLAY POLICY**

1. The display of a banner may not exceed thirty (30) days prior to the event that is being publicized.
2. All banners to be displayed on Library property must comply with the following **size specifications: 8 1/2' wide x 3' high; material must be vinyl or canvas; banner should have four (4) corner grommets (one for each corner).**
3. Applications should be made in writing at least two (2) months in advance of the date desired and must be signed by a Library District resident.
4. Scheduling availability will be determined solely by the Library and implementation and enforcement are delegated to the Library Director. No application is authorized until signed by the Library Director.
5. An approved organization may only display one banner at one building within The Smithtown Library during a scheduled period.
6. The Library allows only non-profit organizations to display a banner free of charge as a service to the community and shall not be responsible or liable for any damage or loss arising from or attributable to acts, events or omissions beyond the control of the Smithtown Library (i.e. acts of nature, accidents, or acts of vandalism) which result in damage or loss to banners that have been placed on Library property.
7. The Library reserves the right to revoke its permission or remove a banner earlier than approved should there be a conflict with Library related services, programs, activities, or in the case of an emergency.
8. Organizations will receive notification of approval/disapproval; approved banners are to be delivered to the buildings at which they will be displayed. Library staff will install and remove all banners. Banners that are not picked up at the conclusion of the display will be discarded.
9. Modifications to the above terms may be effected by the Library Director at his/her discretion.

**I have read and agree to The Smithtown Library's *Banner Display Policy* and do hereby agree to adhere to this policy and the specifications as denoted above.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
Date App Received:	Initials:
Director Approval Date:	Initials: