

## Hometown Heroes Banner Program

### Policies & Procedures

**Purpose:** The Hometown Heroes Banner Program was created for residents to pay tribute and honor family members that are active military service personal, veterans, or sacrificed their life while serving.

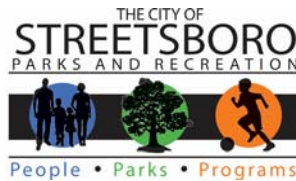
#### **Eligibility**

The individual to be honored and recognized through the Streetsboro Hometown Heroes Banner Program must;

- reside or have resided in the City of Streetsboro during their military service and call Streetsboro their hometown
- OR be an immediate family member of a Streetsboro resident (parent, grandparent, spouse, child, sibling, grandchild)
- The individual must serve or have served in any of the five branches of the United States military service (Army, Navy, Air Force, Marines and Coast Guard) including Reserves and National Guard and must also meet one of the following conditions:
  - Currently on active duty – Active Duty
  - Be an honorably discharged veteran - Veteran
  - Died in the line of duty - Memorial

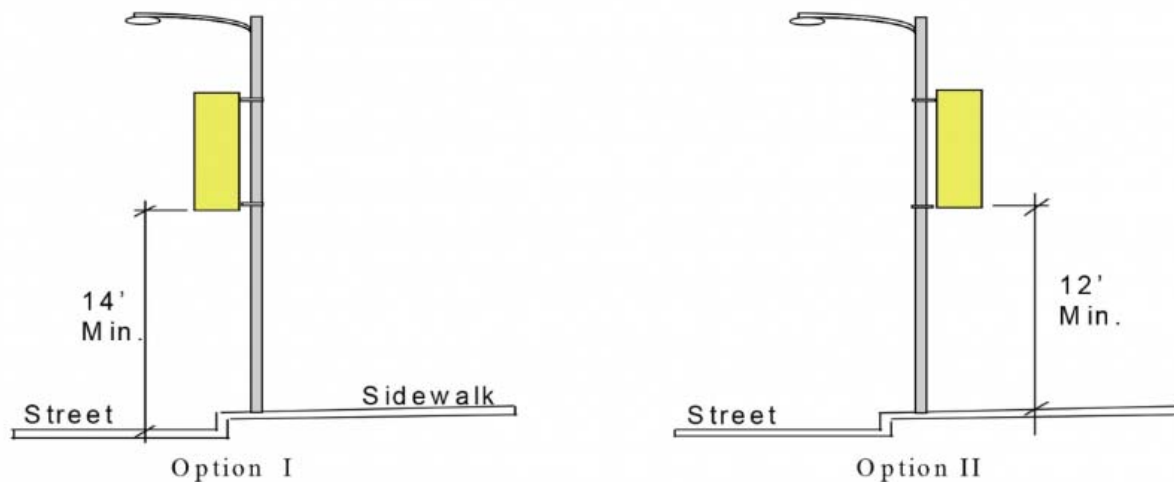
#### **Description of Banner**

1. The Hometown Heroes Banner Program is to be used for the benefit of recognizing those who are currently serving or who have served in the United States Armed Forces and pay tribute to our veterans and deceased veterans.
2. The City Mayor or his/her designee shall manage the Hometown Heroes Banner Program and have sole authority to approve the installation of banners meeting the requirements as stated in these guidelines for this program.



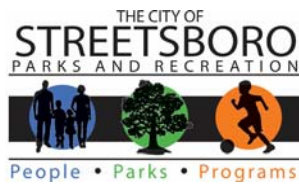
3. The banner design will be approved by the Hometown Heroes Banner Program Ad Hoc Committee and shall be used as the template for all banners produced through this program.
4. All banners shall conform to the following specifications unless specified otherwise.
  - a. Banner Fabric: Synthetic or synthetic blend
  - b. Banner Size: 2' (24 inches) wide by 4' (48 inches) long
  - c. Banner Fabrication: Double sided, full color print, sleeves located on top a bottom used for securing banner to pole brackets.
5. The bottom bracket of the banner shall be at a minimum height of 14 feet from the street level and 12 feet from the sidewalk level. See Figure Three below.

All banners to be displayed must be purchased through the Hometown Heroes Banner Program. Banners not purchased through this program will not be displayed.

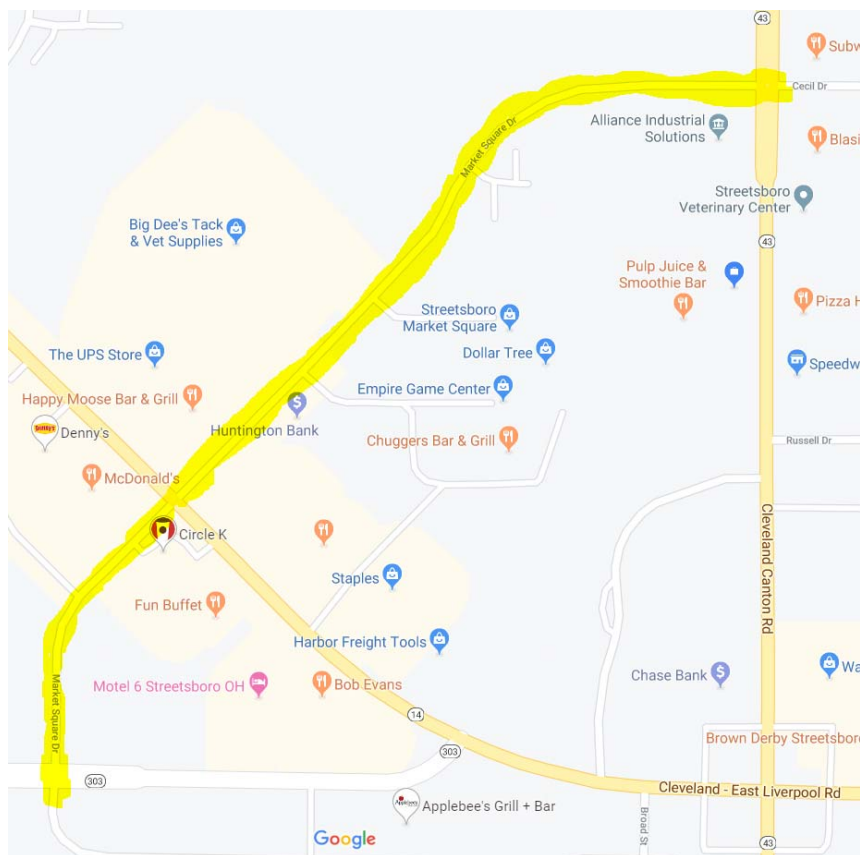


### General Procedures

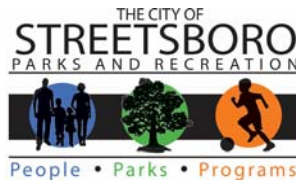
1. Applications are available at Streetsboro City Hall, Parks & Recreation Office and online at [www.cityofstreetsboro.com](http://www.cityofstreetsboro.com).
2. Banners will be displayed along the designated "Hometown Heroes" banner roadway. Located along Market Square Dr. and the intersections of Market Square Drive and State Route 43, Market Square Drive and State Route 14 and Market Square Drive and State Route 303. See Map.



### Hometown Heroes Banner Program – designated map



3. Once the banners are installed they will be displayed for two (2) years maximum or until the banner starts to show deterioration. At the end of the display period, City staff will contact the family and /or applicant to arrange for the banner to be picked up within a reasonable timeframe once the banner has been taken down.



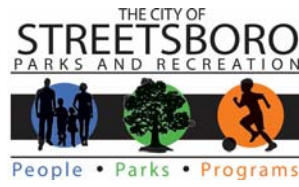
4. If the applicant is interested in renewing their banner, after the two (2) year period has passed, they will need to complete a new application with the appropriate fee 2 months before the two (2) year deadline. Banners must be replaced after two (2) years.
5. During the two (2) year period, replacement banners are available at a reduced price as long as the replacement takes place within the two year period. (The replacement of a banner does not start a new two (2) year period.) This would apply to banners being damaged from extreme weather elements and/or change in banner type from Active to Veteran.
6. If an Active Honoree dies in service, the City will replace the banner to Memorial at no cost.
7. Should the applicant decide not to replace a damaged banner within the two (2) year display period; within 30 days of being notified by the City, the applicant must sign a waiver and/or statement stating no further interest in replacing a banner. This will free up the pole for another interested person.
8. The Hometown Heroes Banner program will charge the participant the cost of the banner plus overhead fees to the installation. This fee may increase/decrease in the future to meet the demand of the program.
9. The City will conduct periodic inspections; however, the City shall not be responsible for damage to banners falling off the pole due to extreme weather elements or other unforeseen events. The City will assist in putting the banners back up as time permits.

#### Banner Installation Process

1. Installation shall be limited to City streets light/signal poles with approved banner brackets, provided by the City.
2. Non-City owned utility poles will need pre-approval from the utility company before banners can be displayed on them.
3. Banner installation will occur twice per year:
  - a. Memorial Day
    - i. Deadline to apply and order a banner is the Monday of the last full week in April.
  - b. Veteran's Day
    - i. Deadline to apply and order banners is Monday of the 2<sup>nd</sup> full week in September.

#### Other Specifications and Procedures

- Installation shall be the responsibility of the City.
- Design of the banners is the sole responsibility of the City.



- Once produced and installed, banner shall remain the property of the City until removed and presented to the family or requestor.