

**TOWN OF HALTON HILLS
POLICIES AND PROCEDURES
RECREATION & PARKS DEPARTMENT**

SECTION: Facilities	ORIGINAL ISSUE DATE:	DY 01	MO 07	YR 01	PAGE 1 of 2
SUBJECT: Banner Displays – Arenas	LATEST ISSUE DATE:	DY 17	MO 03	Y 05	POLICY #

BACKGROUND

The Town of Halton Hills has developed this policy in conjunction with the primary local user groups, whose programs take place at the Municipal Arenas. The policy is to support the recognition of significant achievements and sets out general guidelines regarding the display of recognition banners.

PROCEDURES

- All requests to display a recognition banner in any municipal arena must be submitted in writing and presented to the Manager of Facilities, or designate. Ensure the written request includes all supporting information regarding the achievement, and in which facility the banner is to be displayed.
- All artwork and wording to be included on the banner must be approved by the Manager of Facilities, or designate, prior to being undertaken.
- The cost of the banner and artwork is the complete responsibility of the organization.
- The location of the banner(s) to be displayed will be determined by the Facility Supervisor responsible for the operation of the arena facility.
- Town staff will install or remove the banner(s) as required. Approval and time must be arranged with Facility Supervisor.

GUIDELINES

- Significant Achievement is generally defined as having become a League champion, Provincial or Zone champion or finalist, or other similar achievement based on the structure of the applicants parent organization.
- Banners honoring a single significant achievement will be permitted in the arena where the organization plays (Provincial / Zone Achievements only).
- Consolidation of Provincial Achievements onto one Level Master Banner (see Attachment, Item A) for a particular age group will be required when the organization reaches two achievements at the Provincial / Zone level. [Example: Atom Champions 1982-83; Atom Finalists A/E 1988-89. The 2 single banners would be removed (see Attachment, Item B) and replaced with one Atom Level Master (see Attachment, Item A) that would denote both achievements. Future Atom achievements in the same category would be added to the Master Level banner]
- A banner for all league champions achievements is to list achievements in chronological order. (see Attachment, Item C)
- Banners for other significant achievements other than league, zone or provincial accomplishments (i.e. 1996 PeeWee Silver Stick Champions) will be displayed as space permits, and for up to one year only. (Following season)
- In addition to placement on a Master Banner, the Town will allow Provincial Championship banners (which show a single accomplishment) to be temporarily displayed in the home arena for the season following the achievement (e.g. Provincial Lacrosse Banner that was achieved in 2004 will be displayed for the upcoming 2005 season only, after which it will be removed and returned to the organization).

DESIGN GUIDELINES

- Banners to be made out of non-flammable material.
- Banners can be made in the established colours of the organization. All organization should keep the design of all their banners consistent.
- Size: Banners shall be no larger than 8 ft high and 4 ft wide.
- Inclusion of an organizations crest or logo is encouraged.
- For single recognitions banners, in addition to the organizations crest, content may include organization name (such as Halton Hills Minor Lacrosse Association OR Halton Hills Bulldogs); achievement attained (such as Ontario Provincial Champions); year; and Level (e.g. PeeWee A/E).
- Banner lettering must be large enough to be read easily. We recommend size of letters to be 3 – 5 inches in height, using a traditional font.
- Team Sponsor names or crests/logos will NOT be permitted. (e.g. *Canadian Tire* Flyers)
- The names of individual team participants will NOT be permitted.
- In order to avoid misrepresentation of the design guidelines, please submit a rendering or plan of the artwork to the Manager of Facilities, or designate, prior to undertaking.

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- Maintenance of the banner(s) will be the responsibility of the appropriate organization.
- Should a banner become derelict in the opinion of the Facility Supervisor, the organization will be contacted to deal with the matter in an expeditious fashion.
- The Town of Halton Hills is not responsible for loss of or damage to any banner.
- Consideration will be given to recognize and display other objects, such as a team sweater, or significant individual achievement, etc. on an individual basis. Requests of this nature should be directed in writing to the Manager of Facilities with supporting documentation.