

# Banner at Meeting House Reservation Request

Tri-Lakes Chamber of Commerce, Economic Development and Visitor Center offers the use of this banner holder at the Meeting House for community members. Donations are accepted and appreciated.

Organizations (members or non-members) may reserve the banner holder for up to 10 days at no charge.

Facility users are expected to be self-sufficient, providing whatever hanging devices are necessary for the banner. When removing the banner, facility users must remove any debris from cut hanging devices from the banner holder and the ground.

## Guidelines for banner hanging:

- Priority is given to Chamber members.
- The address of the Meeting House is 300 CO-105, Monument (located northeast corner of Hwy 105 and I-25).
- The phone number for the Chamber Office is 719-481-3282. Office hours are 9:00 AM to 5:00 PM, Monday-Friday.
- For emergencies before or after business hours, please call Terri Hayes at 719-332-3241.
- Banner may be hung for no more than 10 days total.
- You will be assigned a side and top or bottom corner according to the size of your banner. Please align the edges of the banner according to your assigned position.
- Do not hang a banner in the middle of either side or over both sides. We can hang multiple banners at a time.
- Do not hang your banner over another banner. Do not move other banners.
- You must remove any debris (zip ties, etc) on the banner holder and/or the ground.
- Let us know if you need to cancel your banner space reservation.
- You are responsible for the cost of repair for any damage that you cause to the banner holder.
- Be careful of the plants in front of the banner holder. Please step around them.

Please complete the following for our records and in case we need to contact someone from your group about your reservation:

Reason for hanging banner (event, notification, sale, etc): \_\_\_\_\_

Date to hang banner: \_\_\_\_\_ Date to remove banner: \_\_\_\_\_

Measurement of banner: \_\_\_\_\_ NOTE: Banners 3 foot high or less are preferred.

Business or Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Chamber Member?  Yes  No      501(c) Non-Profit  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approximate Banner Measurements:

