

INDOOR RECREATION FACILITY BANNER POLICY

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| Policy Number: | COMS - 018 |
| Responsibility: | Superintendent, Recreation |
| Approval: | Mayor and Council |
| Effective Date: | May 13, 2024 |
| Date of Last Review: | May 13, 2024 |

1.0 PURPOSE

The purpose of this policy is to create an equitable and consistent approach to respond to current and future banner installation requests by resident minor sport groups in our indoor recreation facilities, while seeking operational efficiency and managing safety considerations.

2.0 SCOPE

This policy will apply to the existing and future resident minor sports groups banners installed within the designated banner areas at the defined indoor recreation facilities.

This policy does not apply to:

- Banners covered under a special event agreement.
- Outdoor banners (e.g., banners on ball diamond fences, street poles, etc.)
- Display cases within city facilities.
- License or other agreements pertaining to dedicated spaces.

3.0 DEFINITIONS

"Banner" means a banner received or made by a resident minor sports group.

"Resident Minor Sports Group" means sports organization that works collaboratively with, and is formally recognized by, the City of Sarnia in a manner that is consistent with the City's Arena Administration and Allocation Policy (COMS 005).

4.0 POLICY

The City of Sarnia recognizes resident minor sports groups' achievements through the installation of banners within City owned indoor recreation facilities. A banner policy will support an equitable and consistent approach to responding to current and future banner installation requests by resident minor sports groups.

4.1 Banner Installation Process

Minor resident sports groups can submit banners to be installed within the below designated areas:

- Progressive Auto Sales Arena, Rink 2
- Clearwater Community Centre, Blue and Red Rinks
- Pat Stapleton Arena, Main Rink

Banners can be submitted to City staff between May 1st and June 1st of each year. Banners submitted, and accepted, during this time will be installed by City staff at no cost to affiliated sports groups. Time of installation will be determined by City staff.

Banners submitted outside of the submission period or outside of the scope of this policy will be considered on a case-by-case basis.

Existing banners should be consolidated, when possible, by the affiliated resident minor sports group.

The City of Sarnia is not responsible for any loss of or damage to a banner.

4.2 Removal of Banners

The City of Sarnia will provide as much notice as possible when removing banners. The City of Sarnia may dispose of any banners not collected within 30 days of removal.

The City of Sarnia reserves the right to remove or refuse to install any banner for the following:

- Banner or banner locations do not meet safety considerations.
- Banner locations are no longer appropriate.
- Banner requires maintenance.
- Banner content is deemed inappropriate.
- Banner spaces are required for special events or license agreements.

5.0 ROLES AND RESPONSIBILITIES

This section summarizes the roles and responsibilities of all individuals involved with this policy.

Superintendent of Recreation:

- Will review banner installation requests by resident minor sports groups.
- Will determine the most appropriate location(s) for each group to hang their banners.
- Plan for the installation of or removal of banners, based on staffing and equipment availability.

Resident Minor Sports Group:

- Submit to the Superintendent, Recreation a request for a banner installation per the terms of the policy.
- Identify the applicable location based on the facilities in this policy for the banner to be installed and, if applicable, which banner should be removed.
- Supply the hanging hardware for the banner installation.
- Ensure the banner provided is made of fire-resistant material.

Employee

- Ensure this Policy is applied consistently.

6.0 RELATED POLICIES

COMS 005

Arena Administration and Ice Allocation

7.0 GOVERNING LEGISLATION

N/A

DOCUMENT HISTORY

| Revision | Date |
|-----------------|--------------|
| Policy created | May 13, 2024 |