

Pittsford Village Community Banner and Flag Information

Event banners placed in the village right of way should be limited to municipal events approved by the Village. Commercial advertising in the public right of way is prohibited by NYSDOT. NYSDOT & Village law disallows the use of A-frame signs on or near the right-of-way and on private property. Violations of this law will result in a fine to the organization. Listings will be accepted and maintained based on this policy, as set forth below. Posting of any event on Village banners does not indicate Village support or sponsorship.

Village Banner Policy:

- **Official celebrations and events for the Village and Town are given priority.**
- Banners hung may list only events held within the Village or Town of Pittsford; out-of-town events are **not permitted**.
- Available to all Pittsford-based **non-profit** organizations. Political, religious, or personal messages or events will not be allowed.
- Banner hanging requests will be processed and assigned on a first received basis and will consider the event date and date of submission.
- A maximum of 8 banners per event will be hung throughout the village at any one time. No more than 16 Banners (2 Banner-Requests) will be hung throughout the village at any one time.
- Maximum banner size is 24" wide by 60" in length, anything larger than this is not permitted.
- Limit of 14 days total for any banner hanging, depending upon demand and availability.
- Maximum of one event banner per month per organization. Please note due to the number of requests for banner hanging, that the event listing may not be posted the day of the event, so please do not depend on it. It is an announcement only.
- Designs will need to be approved by the Pittsford Village Board.
- Requests for banner hanging **must** be received by the Village Hall at least two (2) weeks prior to the date the banner will be hung. Requests must be submitted on the official form and must include all listing information. Banner requests with incomplete information **will not** be processed.
- Banner application form is required to be submitted via mail, email, or in person drop-off at Village Hall. Banner requests will not be accepted via phone.
- The Village is not responsible for lost or delayed submissions.
- Banner request form can be found on the Village of Pittsford website at villageofpittsfordny.gov. Banner request forms are also available at Village Hall, 21 North Main Street, Pittsford, NY 14534.

Please fill out the information below as it would pertain to your request for banners being installed.

Organization _____

Requestor's Name (Please print) _____

Address _____

Phone Number _____ E-Mail _____

Event Name _____

Event Date(s) _____

Banner Date(s) _____

Banner Size _____