

University Way Banner

So you want to hang a banner? Here's how to do it!

It is a city ordinance that a request must be made to the city **EACH** time a banner is hung, **EVEN IF** the same banner is used year after year.

1. Contact the **CWU Operations & Scheduling office** at the Student Union & Recreation Center to see if the space is free for the time you would like to hang your banner, receive information on creating a banner, and to receive the City of Ellensburg banner request form.

SCHEDULE AS FAR IN ADVANCE AS POSSIBLE. THIS SPACE IS USED FOR MANY UNIVERSITY PROGRAMS AND SPECIAL EVENTS.

2. Send the banner request form supplied by Operations & Scheduling to the **City Council** for approval. The form should be mailed or faxed to:

Ellensburg City Council
501 North Anderson Street
Ellensburg, WA 98926
Faxed to: 509-962-7130

and should include:

- Date the banner will be put up and taken down.**
- Dimensions of the banner**
- Wording/emblems on the banner**
- Indication of contact with the CWU Operations & Scheduling**

PLAN AHEAD. AT LEAST TWO WEEKS SHOULD BE ALLOWED FOR A RESPONSE.

The city will reply to you and copy the form to the CWU Operations & Scheduling.

3. The Operations & Scheduling office will initiate a work order request to have the banner put up and taken down by Facilities Management staff.

Any questions should be directed to the University Operations & Scheduling office at 963-1321 or the City of Ellensburg at 962-7204.