



**HUBER
HEIGHTS**
Come Grow With Us!

Military and Veterans Committee Military Honor Banner Program



PURPOSE

It is the purpose of this policy to articulate regulations pertaining to the circumstances, character, location and other standards under which the City will permit the use of City owned streetlight poles and other utility owned street poles to display Military Honor Banners that have a direct and substantial civic and/or community benefit to enrich the aesthetic and visual appearance of the City's thoroughfares. The display of the Military Honor Banners will contribute to the community's quality of life which will lend a special character to the City of Huber Heights.

By enactment and administration of the Military Honor Banner Program, the City does not intend to designate light or utility poles for expressive activity or render light or utility poles into a public forum for expressive activity.

GUIDELINES

Eligibility for the Military Honor Banner Program

1. Application for the Military Honor Banner Program must be completed, and payment made
2. The individual to be honored and recognized must reside or have resided in Huber Heights during their military service and call Huber Heights their hometown OR be an immediate family member of a Huber Heights resident (spouse, child, sibling, grandchild, child-in-law)
3. Individual must serve or have served in any of the five branches of military service (Army, Navy, Air Force, Marines and Coast Guard) including Reserves and National Guard and must also meet one of the following conditions:
 - a. Currently be active duty
 - b. Be an honorably discharged veteran
 - c. Died in the line of duty

To verify military status, the following resources are available:

The Department of Defense website: <http://www.defense.gov>

Veterans Service Records: <http://www.archives.gov/veterans/military-service-records>

Servicemembers Civil Relief Act (SCRA) Website <https://scra.dmdc.osd.mil>

Banner Content and Specifications

1. The Military Honor Banner Program is to be used for the benefit of recognizing those who are currently serving or who have served in the United States Armed Forces and pay tribute to our veterans and deceased veterans.
2. The City Manager or his/her designee shall manage the Military Honor Banner Program and have sole authority to approve the installation of banners meeting the requirements as stated in these guidelines for this program.
3. The banner design will be approved by the Military Honor Banner Program Ad Hoc Committee and shall be used as the template for all banners produced through this program.
4. All banners shall conform to the following specifications unless specified otherwise.
 - Banner Fabric: Synthetic or synthetic blend
 - Banner Size: 2.5' (30") wide by 6' (72") long
 - Banner Fabrication: Double-layered hems with 5/8 inch grommets for stability located in all 4 corners

General Procedures

1. Applications will also be available in the City Hall lobby, located at 6131 Taylorsville Rd. Huber Heights, Ohio 45424.
2. Once the banner has been produced, City staff shall contact the applicant to confirm the location of the pole and schedule the installation of the banner.
3. Once banners are installed they will be displayed for three (2) years maximum or until the banners start to show deterioration. At the end of the display period, City staff will contact the family and/or applicant to arrange for pick up from City Hall within a reasonable timeframe once the banner has been taken down. Any banners unclaimed after this time will become the property of the City.
4. After the two years, if the applicant is interested in another banner, a new application will have to be submitted along with the appropriate fee.
5. Replacement banners are available at a reduced price of \$96 as long as the replacement takes place within the two-year period. This would apply to banners being replaced due to severe damage from extreme weather elements and/or change in banner type from Active to Veteran. If an Active Honoree dies in service, the City will replace the banner to Memorial at no cost.
6. A relocation fee of \$50 will be assessed when a banner is moved to a different location once installed, at the request of the applicant.
7. Should the applicant decide not to replace a damaged banner within the two-year display period; within 30 days, the applicant must sign a waiver and/or statement

stating no further interest in replacing a banner. This will free up the pole for another interested person.

8. The existing fee for a banner is \$165. Please note that the fee may be increased/decreased in the future to meet the demands of the program.
9. The City will conduct periodic inspections; however, the City shall not be responsible for damage to banners falling off the pole due to extreme weather elements or other unforeseen events. The City will assist to put them back up as time permits.

Banner Installation Procedures

1. The City's decision to install any banners will be based on the availability of City staff, resources and staff scheduling for installation and removal based on the "Banner Installation Schedule Procedures", as well as the banners' compliance with the banner program, including fulfillment of the criteria described above under "Banner Content and Specifications."
2. Installation ceremonies will not exceed 30 minutes.
3. The applicant may request the general location where they would like the banner displayed. However, the City shall make the final determination of the banner location.
4. Banner installations will occur during two (2) periods of the year:
 - a. Memorial Day
 - i. Deadline to apply and order a banner is the Monday of the last full week in April
 - b. Veteran's Day
 - i. Deadline to apply and order a banner is Monday of the 2nd full week in September

Other Specifications and Procedures

1. Installation shall be the responsibility of the City.
2. Fabrication and design of banners is the sole responsibility of the City. Banner specifications will be provided by the City.
3. Once produced and installed, banners shall remain the property of the City until removed and presented to the family or requestor.
4. All banner requests shall be submitted by the approved application along with a picture and military branch of the officer.
5. Banner installation shall be limited to City poles with approved banner brackets.
6. Pole selection shall be limited to posts that work well for the program; this may limit the use of City street lights/signal lights.

7. The City reserves the right not to install a banner if the requirements of this banner program are not met.

Photograph:

It is suggested that purchaser provide the official military portrait of the honoree. The photograph must be of the service person in uniform.

A High-Resolution Photograph (40" wide at 100 dpi, approximately 5mb or larger) is preferred.

A 5x7 or larger color photograph can also be provided. Photograph must be of good quality and will not be returned. Please do not send original photograph.

Applicant Contact Information

Name of person submitting application: _____

Relation to Service person: _____

Address of applicant: _____

City: _____ State: _____

Phone number of applicant (H): _____ (C): _____

Email of applicant: _____

Applications must include:

Official military photo (High Res digital preferred, or 5X7 or larger) and verification of military status (Military ID or DD214 form)

To verify military status, the following resources are available:

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Veterans Service Records: <http://www.archives.gov/veterans/military-service-records>

Servicemembers Civil Relief Act (SCRA) Website <https://scra.dmdc.osd.mil>

**Application cut-off Dates: Monday of the last full week of April for Memorial Day
Monday of the last full week of September for Veteran’s Day**

Office Use Only

Date Received: _____

Photograph received: Yes No

Verification of military status: Yes Type: _____ No

Date of Installation: _____

Location of Banner: _____

Date Banner removed: _____

Notes: