WASHINGTON ELEMENTARY SCHOOL DISTRICT

ACADEMIC SUPPORT PROGRAMS

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The Washington Elementary School District is committed to achieving excellence for every child; every day; every opportunity.

To: All Facility Renters

RE: WESD Display of Signs and Banners on School Property

Washington Elementary School District Governing Board has adopted an advertising policy for the display of promotional materials by groups using our school facilities. All signs and banners displayed on school property by a facility renter MUST be approved by the WESD Facility Use Coordinator.

NOTE: All banners must include the **NAME** of the sponsoring organization and **CONTACT INFORMATION**.

The policy requires all facility renters to follow these procedures:

- **Submit a completed WESD Banner Display Request form along with photographs of the requested sign/banner in its final format to the WESD Facility Use Coordinator.**
- **Each group/organization must complete this approval process prior to each seasonal registration period or special event and before displaying any signs or banners on school property.**
- **A final approval to be sent to the facility renter.**
  Present a copy of the approval to the school office before posting the sign or banner.
- **Banners are all classified in one of the four (4) categories below:**

1. **Seasonal Registration Sign/Banners (plain text):**
   - Facility renter may only post in registration territory and must have a currently approved seasonal outdoor rental of a WESD facility.
   - Take down Registration Sign/Banner upon completion of current seasonal registration period.

2. **Sponsor Sign/Banners (with sponsor logo included):**
   - Cover Sponsor Sign/Banner after EACH game, practice or special event.
   - Fold and/or clip up Sponsor Sign/Banner after EACH game, practice or special event.
   - Take down Sponsor Sign/Banner after EACH game, practice or special event.

3. **Thank You Sign/Banners (with plain common text only- no sponsor logo):**
   - Take down Thank You Sign/Banner upon completion of seasonal rental period.

4. **Special Event Sign/Banners (renting organization logo included):**
   - Group may only post the Sign/Banner at the WESD facility rented for that special event, and only during the hours approved for rental.
   - Take down Special Event Sign/Banner upon completion of event.

Failure to comply with any Governing Board Policy may result in the loss of your privilege of using WESD school facilities.

Thank you,

Janel Mattfeldt, Enrichment & Facility Use Coordinator
4650 W. Sweetwater Avenue
Glendale, AZ 85304
Contact Info: 602-347-2682 or Janel.Mattfeldt@wesdschools.org

WASHINGTON ELEMENTARY SCHOOL DISTRICT
BANNER(S) DISPLAY REQUEST

Date: _____

Name of organization/group:_____

Title of banner(s) to be displayed: _____

We wish to post the banner(s) on the following date(s): _____
Month Date(s) Year

Post at the following school(s):_____

The person who may be contacted about the banner is:

Name_____

Address_____City_____State_____Zip_____

Phone_____ E-mail_____

I/We hereby assure the Washington Elementary School District that the organization:

- Has included a photograph of the banner(s) along with this request.
  NOTE: All banners must include the **NAME** and **PHONE or EMAIL or WEBSITE** of the sponsoring organization.
- Has a **current** Facility Use approval for the use of a WESD school room or field.
- Has current Certificate of Liability Insurance on file with the WESD Facility Use Coordinator.
- Had an authorized representative of the organization sign this written assurance.
- Will follow all **WESD Display of Signs and Banners Procedures** as listed.

I/We hereby assure the Washington Elementary School District that the banner(s) for displaying:

- Does not cause the District to violate state or federal laws.
- Does not promote illegal discrimination on the basis of gender, sexual orientation, disability, race, religion, national origin or ethnicity.
- Does not promote illegal activity for minors.
- Does not contain words, symbols or images that would be regarded as lewd, obscene, vulgar or plainly offensive if communicated by a student on school grounds.
- Does not defame a person or organization.
- Does not threaten serious disruption of a school or school-sponsored activity.

Both the banner photograph and the completed WESD Banner(s) Display Request shall be provided to the WESD Facility Use Coordinator at the same time and submitted at least two (2) weeks prior to the requested display date(s). E-mail the request with photo attachment to: Janel.Mattfeldt@wesdschools.org

Signature of representative: _____ Title: _____

---------- **FOR WESD/SCHOOL USE ONLY** ----------

WESD Schools to Post Approved Banner: _____

Banner Classification**:** **1** ☐ **2** ☐ **3** ☐ **4** ☐

Special Notes: _____

Note to School Principals:

This sign or banner request has been reviewed and is deemed appropriate. It is approved for display.

Approved by: _____ Date: _____
Molly Mullins,, Enrichment & Facility Use Coordinator