



CITY OF LAFAYETTE

COMMUNITY EVENTS BOARD GUIDELINES

2025

PURPOSE

The purpose of Lafayette's Community Events Board is to advertise events sponsored by the City of Lafayette. During periods when no City-sponsored events are advertised, the City may at its discretion make the Board available to local non-profit community groups to advertise upcoming events and activities of broad benefit to Lafayette residents

WHO CAN APPLY

The use of the Community Events Board shall be administered at the City's discretion and is restricted to use by the City for City-sponsored events. The Board may also be used by local non-profit groups to promote events that are:

1. of broad benefit to the entire Lafayette community;
2. not of a(n) political, commercial, obscene, indecent, religious, or partisan nature;
3. not for the sole purpose of soliciting donations, supporters, or members;
4. of interest to a substantial portion of the community;
5. take place within the City limits.

HOW TO APPLY

The completed banner application must be submitted to the City using the Community Events Board Application. The application is available on the City website, www.ci.lafayette.ca.us. Banner art is due **no later than** three weeks before the banner will be hung and must be accompanied by a full-color replica of the banner. Note that the calendar fills up quickly. In order to secure dates, submit your request as soon as possible, but no more than twelve (12) months in advanced.

The City Manager or their designee has sole discretion to approve, amend, reschedule, redesign, reword, or reject banner applications that do not meet the criteria indicated in these guidelines, which are not in the best interests of the City of Lafayette, or which conflict with other banners already scheduled or that have a higher priority. Applicants are discouraged from arguing with the City Manager or their designee about their banner application. Once your application has been reviewed, you will be contacted by City Offices regarding the city's decision. If your application had been approved and your event has been cancelled and/or changed, please contact City Offices so that your time will be removed from the calendar. This will give groups that may be on a waiting list an opportunity to promote their event. **Please call the City Clerk at 284-1968 if you have questions regarding these guidelines.**

BANNER GUIDELINES

1. **All banners shall be 88 inches long by 36 inches wide. All banners must be printed on paper.**
2. **There are two Community Events display cases. One located in front of Safeway on Mt. Diablo Blvd., as well as, the East side of town (near the Park Hotel). Two banners MUST be printed. If your organization finds this to be cost prohibitive, you must inform the City Manager or his designee of such.**
3. **All text shall be at least four inches high** in a font that is easily readable (e.g. Arial or Times). "Fancy fonts" are not recommended. A sample of effective banner designs are attached.
4. **Banners shall not have more than four lines of text.** Banners with more than four lines are not easily readable and therefore not effective. Repeat: Banners shall not have more than four lines of text. (Did we mention that banners with more than four lines of text will be rejected?)
5. **Banner art and text is due for City review and approval no later than three weeks before the banner will be hung and must be accompanied by a full-color replica of the banner in .pdf format. The best images to use for logos and photographs are high resolution. Using low-resolution files that you want to enlarge for printing will likely print grainy or pixilated.**
6. **No banner shall be hung without prior written (via e-mail) approval by the City Manager or their designee.**
7. **Banners are hung for one week**, installed and removed on Mondays by City staff. There is no fee to hang banners. ****Printed banner must be delivered to the City Clerk at least one week before the banner is scheduled to be hung.**
8. **Unless alternate instruction is provided to the City Clerk, 284-1968 banners will be discarded by City staff at the end of the display period.**
9. **Applicant shall assume all liability associated with the banner application and will hold the City harmless.** The City will not assume any liability associated with the banner program.

BANNER PRODUCTION – The City does not pay for printing. The following is a partial list of companies in the area that do banner printing.

Diablo Rapid Print: Phone # (925) 283-6610

Kinkos: Phone # (925) 284-8484

Minute Man Phone # (925) 945-6006

Pro Copy & Printing (free delivery) Phone # (510) 451-1546

****Please be advised, should an unscheduled City event occur during your previously approved time slot, the City of Lafayette reserves the right to take precedence.**

FEE TO HANG BANNERS

There is no fee to hang banners.

CITY OF LAFAYETTE

APPLICATION for COMMUNITY EVENTS BOARD BANNER

APPLICANT INFORMATION

Name of Organization	
IRS code 501c3 tax ID number	
Main Contact Person(s)	
Street or Mailing Address	
City / State / Zip	
Phone / Fax	
Email address	

BANNER INFORMATION

Describe the theme or special event promoted by the banner (Who, What, Where and When)	
Is the banner 88" by 36"? Text at least 4" high?	
The City will hang the banner on Monday First choice (date):	
Second choice (date):	
Third choice (date):	
The City will remove the banners on (date):	

I, the undersigned, do hereby attest that the information above is accurate. I agree that printing, and all other costs related to the banner shall be my responsibility, and that I am responsible for any and all damage occurring to the banners or the applicant while they are displayed or while they are being installed or removed. I assume all liability associated with the banner application and will hold the City harmless for damage, injury, liability, or legal action incurred as a result of the banner. The City will not assume any liability in the event that property damage or personal injury results from this banner program.

Signature

Name of Organization

Date



**Congratulations Bob Athayde!!
Stanley Middle School**

**Named 2005 BAND EDUCATOR OF THE YEAR
by CMEA for the entire State of California.**

**Congratulations Budd MacKenzie!!
Lafayette Citizen of the Year 2003**



celebration on Nov. 6th – Call 284-7404 for info.