



**APPLICATION
REQUEST FOR FLAGS ON CITY-OWNED STREET LIGHTS
LOCATIONS: MAIN ST (10) AND 21ST/THAIN (19)**

APPLICATION DATE: _____

ORGANIZATION: _____

ADDRESS: _____

PHONE NUMBER: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

EMERGENCY PHONE NUMBER: _____

NAME OF EVENT: _____

WORDING ON FLAGS: _____

NUMBER OF FLAGS: _____ (*Flag Specifications Are Listed in Attached Policy*)

DATE OF EVENT: _____

REQUESTED INSTALL DATE: _____ ENDING DATE: _____

A right-of-way use permit is required five (5) days prior to begin date. **Insurance** is required; hold harmless agreement is required at the same time. There can be no sponsors name or commercial advertising on the banners.

Special conditions: The undersigned represents on behalf of the above-named organization warrant to the City of Lewiston that the organization is fully knowledgeable of the inherent dangers of the sponsorship of said special event banner and agrees to purchase liability insurance insuring the above-named organization and the City of Lewiston against all liabilities for flags and banners.

DATE: _____ SIGNATURE: _____

TITLE: _____

APPROVED: _____ **Date:** _____
Chris Davies, PE, Public Works Director



Flag Installation – Hold Harmless Agreement

_____,
(Name of Individual)

having the title of _____,

with _____,
(Name of Organization)

on behalf of _____,
(Name of Organization)

hereby release and forever discharge and agree to hold harmless the City of Lewiston, an Idaho municipal corporation, its successors and assigns, from all claims, demands, damages, actions, and causes of action which may result from any injuries or damages, resulting from the above-named organization's sponsorship of a banner(s) or flag(s) within public right-of-way in the City of Lewiston.

The undersigned represents on behalf of the above-named organization a warrant to the City of Lewiston that the organization is fully knowledgeable of the inherent dangers of the sponsorship of said banner(s) or flag(s) and agrees to purchase liability insurance insuring the above-named organization and the City of Lewiston against all liabilities for the flag(s).

Dated _____, 20__.

(signature)

(title)

(organization)

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Public Works Policy


Public Works Policy No: 2006-4

Subject: Flags Attached to City-Owned Street Lights

Date Effective: January 1, 2007

Reviewed/Updated: March 30, 2016

Accreditation Practice(s): Chapter 15 ROW Management

Approved: 
Chris Davies, PE, Public Works Director

SECTION ONE: POLICY

The Public Works Director, subject to the requirements and conditions of Lewiston City Code (LCC) Section 31-74 and as supplemented below, may permit the display of flags in the public right-of-way.

SECTION TWO: PURPOSE

To establish clear and consistent guidelines for permitting, placement, and specifications for flags being installed within the public right-of-way.

SECTION THREE: GUIDELINES

Allowable Uses

The use of flags shall be limited to announcing community events and activities, including special events, fairs, races, runs, and bazaars.

Specifications

Flags shall be a maximum of 58 inches tall and 30 inches wide and shall have no commercial sponsor logos or other lettering that indicates a commercial sponsor.

Timeframes

Placement of flags are on a first come basis and will depend on the location availability. Applications can be submitted no earlier than six months in advance and no later than five (5) working days in advance of installation. No flag shall be in place more than 30 days in any one calendar year. This period may be split into two (2) periods of 15 days each.

Flags will be placed no more than 10 or less than two (2) working days prior to an event and removed by the City within three (3) working days after the event. Flags must be provided to

the City at least three (3) working days prior to installation. Deliver the flags to the Public Works Building at 215 D Street, Suite B, with a copy of your approved application. Once removed following the event, flags will be held at this same location for only 10 working days after removal. After 10 working days, the City may dispose of them unless other arrangements have been made.

City staff shall install all flags in the right-of-way. If a flag becomes unsafe, it will be removed. The City shall not be responsible for the condition of flags after use.

Permit Requirements

No person, firm or association shall display, or cause to be displayed, over or upon the right-of-way of the City of Lewiston any flag without first obtaining a permit therefore, which permit being subject to approval of the Public Works Director or his/her designated representative.

Application

All applications for flags shall be coordinated through the Public Works Department, Administration Division, to coordinate scheduling. The application for the permit shall show the location of the proposed flags, type of flags to be displayed, together with the date of installation and the date of removal (within the timeframe guidelines above for events), applicant or organization, representative, and contact information. The application is available on the City website www.cityoflewiston.org/FlagsonPoles or contact the Public Works Department at 208-746-1316 or publicworks@cityoflewiston.org.

Hold Harmless Agreement

A City of Lewiston hold harmless agreement must be on file or submitted with the application. A copy of the City's hold harmless agreement is included with the application.

Insurance

The permittee obtaining the flag application approval shall be required to provide and maintain proof of insurance. Proof shall be in the form of a certificate approved by the City. Alternate forms of insurance approved by the City will be acceptable if they meet the minimum required insurance limits. The certificate shall contain a provision that the insurance shown on the certificate will not be altered without at least thirty (30) days prior written notice to the City. Insurance required shall contain the following coverage:

Comprehensive general liability. Minimum limits shall be three hundred thousand dollars (\$300,000.00) per occurrence for bodily injury and one hundred thousand dollars (\$100,000.00) per occurrence for property damage or three hundred thousand combined single limits for both bodily injury and property damage.

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Issuance

Upon satisfactory evidence that all the requirements have been fully complied with by the applicant, the Public Works Director, or designated representative, may approve the application for the installation as requested or require additional safeguards to the public.

The approved application will be sent to the applicant with copies to the Street Maintenance Manager and Construction Coordinators.

Removal of Unauthorized Flags

The Public Works Director, or designated representative, shall have the right to remove, or cause to be removed, without notice, any unauthorized flags on the right-of-way.

Cost of Service

At this time, there are no fees for this service.

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Attachment: Application Forms