



NEW CASTLE COUNTY DEPARTMENT OF PUBLIC WORKS, PARKS PERMITS SECTION

Mail in: Gilliam Building, 77 Reads Way, New Castle, DE 19720 Email: parkspermits@nccde.org

Walk in: Gilliam Building, 67 Reads Way, New Castle, DE 19720 Phone: (302) 395-5606 Fax: (302) 395-5650

DONOR RECOGNITION BANNER IN COUNTY PARKS FORM

Applicant's Name			
Contact Person			
Organization			
Address			
City, State, Zip Code			
Phone		E-Mail Address	

- All donations are voluntary and will have no effect on current or future relationships with New Castle County, including the receipt of County services.
- Cash donations are not permitted. The Parks Permit Office will collect donations in the form of a check or by credit card. Checks should be made payable to *New Castle County*. The Parks Permit Office will not assign a location to any banner until it has received the donation.
- Donor recognition banners will be displayed from April 1st through October 31st on the inside of the baseball and softball outfield fences located in one of four designated areas. The four designated areas are Greenbank Park, Delcastle Recreational Park, Banning Regional Park and Powell Ford Park.
- The County will attempt to honor the donor recognition banner location that you specify below. However, if that location is already filled, your donor recognition banner will be placed elsewhere. Donors are limited to one donor recognition banner per park. In the event that your designated location is filled, and the County is unable to accommodate your request at one of the other three sites, your donation will be returned.
- Donors must arrange to pick up donor recognition banners no later than November 30th. Any donor recognition banner not picked up by November 30th will be discarded.
- Donors are responsible to have their donor recognition banner manufactured according to the following instructions:
 - 5' x 7' in size, made of heavy duty vinyl;
 - A minimum of 4 metal eyelets, one in each corner; and
 - Printed on one side only.
- Permissible message content includes the following:
 - The legally recognized name of the donating organization;
 - The donor's organizational slogan if it identifies rather than promotes the organization or its products or services;
 - The donor's product or service line, described in brief, generic, objective terms; and
 - Brief contact information, such as phone number, address, or Internet website. The contact information should be stated in a manner that avoids an implication of urging the reader to action.

- All donor recognition banners must be approved by the Parks Permits Office before installation. Donor recognition banners will be placed at the designated location by the Parks Permits Office.
- Donor recognition banners are prohibited from containing the following:
 - Offensive words or pictures;
 - Promotion of adult businesses or establishments;
 - Promotion of the use or sale of alcohol, tobacco, vaporizers, drugs, or firearms or weapons of any kind;
 - Political banners; and
 - Promotions that create an appearance of endorsement by the County of a donor’s products or services
- Donors are prohibited from producing any materials or communications, including print, video, web, social media, broadcast, or display items developed to promote or communicate the donation using New Castle County or any County Department’s name, mark, or logo.
- New Castle County will not be held responsible for lost, stolen, or damaged donor recognition banners.

NEW CASTLE COUNTY RESERVES THE RIGHT TO REFUSE TO HANG ANY DONOR RECOGNITION BANNER

DONATION		
\$500 PER PARK DONOR RECOGNITION BANNER	Number of Banners	
Preferred Location(s): _____	TOTAL VALUE OF DONATION	\$

Please submit this signed form and donation to the Parks Permit Office. The Parks Permit Office will not assign a location to any banner until it receives the donation.

Donor’s Signature¹: _____ **Date:** _____

¹ To avoid the need for a scanner, you may electronically sign this document by typing your name as follows: “/s/ John Q. Public.”

OFFICIAL USE ONLY

Banner <input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signed:	Date:
<input type="checkbox"/> Donation received by Parks Permit Office		Signed:	Date: