

Number 4.10.0

Banners and Pennants in City Facilities

New [X] Revised []	Date Approved: May 25, 2007
Section: 4. Facilities Subject: Sport/Community Group Displays of Banners and Pennants in City facilities.	Approval Authority: Parks and Recreation Management Team

KEY WORD SEARCH

Arenas
Indoor Pools
Gymnasiums

Banners
Pennants
Displays

POLICY STATEMENT

The City of Ottawa, recognizing the importance of community participation, supports sports teams and/or community organizations and their volunteers by permitting the display of banners and pennants in designated areas of City of Ottawa facilities, at no cost to the group. These specific facilities will be arenas, indoor pools and gymnasiums.

INTENT

The Intent of this Policy is to:

1. Consistently and fairly meet the needs of the community with respect to profiling their achievements with banners/pennants, while also reflecting the City's vision, mission, values, policies and by-laws.
2. Guide facility users on the application, criteria, maintenance and timeframes for banners and pennants to be displayed in City facilities.
3. Address the historical and future installation of banners and pennants.

DEFINITIONS

Banner or pennant: an item that is presented as an award of honour or distinction, depicting a championship or tournament title.

Display: any area within a facility that Parks and Recreation staff in consultation with RPAM has designated as available for hanging the banners/pennants and does not include lobbies, vestibules, refrigeration, heat source or ice resurfacer areas, change rooms or areas in proximity to public art or commemorations.

Number 4.10.0

Home facility: any City facility where a minimum of two-thirds of the group's booked Hours are played.

APPLICATION

This policy applies to all not for profit sport/recreation groups using City of Ottawa Parks & Recreation facilities that want to install banners and pennants on City premises.

ELIGIBLE CRITERIA

Who Qualifies:

- Not for Profit Sport Team, or
- Not for Profit Community Organization

What Qualifies:

- Home facility (as determined by Parks and Recreation staff) for the team or organization.
- Majority of hours are rented at a given facility as identified by Parks and Recreation allocations staff.
- Priority for banner/pennant space usage determined by total rental hours utilized by individual groups.
- Policy will give priority to commemorate events within last 10 years.
- Banners/pennants to be bilingual, when ever possible.
- No inappropriate language words or symbols.
- Banners/pennants to be made of fire retardant materials, or
- Banners not to be larger than 3 X 4 feet and not to exceed 5 pounds in weight

DELEGATION OF AUTHORITY

Groups or Associations wishing to have banners installed in City facilities must first get approval from the following:

- Allocations Portfolio Manager for arenas; or
- Site manager/supervisor Parks & Recreation Branch, for all other facilities.

TERM

Placements will be reviewed annually providing the sport/recreation organizations remain active and confirm their desire to have the banners remain. Banners and pennants will be inspected yearly and if deemed unsafe by Parks and Recreation staff, they will be removed by RPAM.

Number 4.10.0

TERMINATION

To have the existing banners removed, the sports team and/or community group should provide the City with a written request as soon as possible or no later than 90 days prior to the annual facility maintenance period.

The City reserves the right to terminate the arrangement at any time with 90 days written notice should the space be required for City related initiatives or Special Events. Recreation staff will consult with RPAM and advise the groups accordingly.

POLICY REQUIREMENTS

Some Parks & Recreation facilities have regular user groups and these groups will have priority in these respective facilities. The type of display and availability of space varies by location.

RESPONSIBILITIES

All sport teams or community organizations wishing to have Banners or Pennants displayed in City Facilities have the following responsibilities:

1. To identify the facility where they wish to install (Appendix A), contacting the Parks and Recreation Allocations Portfolio Manager for arenas, or the appropriate Parks and Recreation site managers/supervisors for indoor pools and gymnasiums.
2. To discuss the preferred location *within* the specific facility with the RPAM Facility Supervisor and obtain their approval for the location.
3. To ensure banners and pennants have the appropriate contact information attached including name and telephone number.
4. To request to keep specific banners/pennants up for the upcoming year, given space limitations.
5. To be responsible for the cleaning and storage of the banners/pennants. Arrangements for removal and cleaning should be requested through the Parks and Recreation Allocations Portfolio Manager for arenas and respective Parks and Recreation managers/supervisors at respective indoor pools and gymnasium facilities.
6. To assume any liability for banners due to damages caused by wear and tear or acts of vandalism or handling by City staff during requested removal or re-installation.

The City has the following responsibilities:

1. The Parks and Recreation Allocations Portfolio Manager for arenas and the respective Parks and Recreation site managers/supervisors for indoor pools and gymnasiums will approve all banner/pennant locations. The RPAM Facility Supervisor for the facility will approve the interior location of the banner/pennant.

Number 4.10.0

2. Parks and Recreation staff will provide Request for Display or Removal to the on site RPAM Facility Supervisor at least two weeks prior to the start of their annual general maintenance schedule.
3. Banners/Pennants will be erected or removed by RPAM staff during the annual maintenance shutdown period and returned to appropriate groups. Any installations requested by groups outside the maintenance period will be at City's discretion and charged back to the group.
4. Parks and Recreation staff will maintain an inventory of banners and pennants, their location and contact information for the group.
5. Provide space for temporary banners/pennants utilized during tournaments where feasible and space allows.

REFERENCES

1. Guidelines for Recreation Service Delivery

Number 4.10.0

Appendix A

Arena	Home Ice for Team/Group
Barbara Ann Scott	Ottawa West Hockey Association Ottawa West Junior B
Bell Arena	Nepean Minor Hockey Nepean Ringette
Belltown Dome	
Bernard-Grandmaitre	
Blackburn Arena	Blackburn Minor Hockey
Brewer Arena	City of Ottawa Ringette
Brian Kilrea	Ottawa District 8 South Ottawa Junior B
Earl Armstrong	Gloucester Hockey Orleans Blues Junior A
Fred Barrett	Leitrim Minor Hockey
Goulbourn Rec Complex	Goulbourn Skating Club Goulbourn Rams Goulbourn Royals Junior B
Jack Charron Arena	Glen Cairn Skating Club
J. Alph Dulude Arena	West End Hockey
J.B. Potvin Arena	Gloucester Centre Minor Hockey Gloucester-Cumberland Ringette Gloucester-Cumberland Girls Hockey
Jim Durrell Complex	District 8 Ottawa-Carleton Sledge Hockey Ottawa Junior Senators Ottawa Municipal Broomball League
John G. Mlacak	March Skating School
Kanata Recreation Complex	Kanata Stallions Kanata Girls Hockey Kanata Minor Hockey
Larry Robinson	Metcalf Skating Club Metcalf Minor Hockey Metcalf Jets Junior B
Manotick Arena	Rideau Skating Club Osgoode- Rideau Minor Hockey
McNabb Arena	Ottawa Girls Hockey
Merivale Arena	Nepean Girls Hockey Nepean Minor Hockey Nepean Ringette

Number 4.10.0

Navan Arena	Cumberland Barons Cumberland Grads Junior A
Nepean Sportsplex	Nepean Raiders Nepean Girls Hockey Nepean Ringette Nepean Skating Club
Orleans Recreation Complex	Gloucester Skating Club Gloucester Concorde Speedskating Orleans Minor Hockey
Osgoode Arena	Osgoode Minor Hockey Ottawa Valley Titans
Richmond Arena	West Ottawa Ringette
R.J. Kennedy Arena	Cumberland Minor Hockey Gloucester Cumberland Girls Hockey Gloucester Cumberland Ringette
Sandy Hill Arena	District 6 Hockey (i.e., East Ottawa Thunder) Ottawa Raiders
Stittsville Arena	Stittsville Minor Hockey
St. Laurent Arena	District 6 Hockey - East Ottawa Vanier Voyageurs
Tom Brown Arena	West End Hockey
Walter Baker Sports Centre	Nepean Minor Hockey
W. Erskine Johnston	West Carleton Skating Club West Carleton Minor Hockey
Indoor Pools	
Brewer	
Canterbury	
Champagne	
Deborah Anne Kirwan	
Goulbourn Recreation Complex	
Jack Purcell	
Kanata Leisure Centre	
Lowertown	
Nepean Sportsplex	
Orleans Recreation Complex	
Pinecrest	
Plant Recreation Centre	
Ray Friel Complex	
St-Laurent Complex	
Sawmill Creek	
Splash Wave Pool	

Number 4.10.0

Walter Baker Sports Centre	
Gymnasiums	
Canterbury Recreation Complex	
Carlington Gym	
Dempsey Community Centre	
Eva James Memorial	
Greenboro Community Centre	
Heron Road Community Centre	
Hintonburg Community Centre	
McNabb Recreation Complex	
Michelle Heights Community Centre	
Nepean Sportsplex	
Rideauview Community Centre	
Routhier Community Centre	Soong Badminton Academy
St.Laurent Complex	