



# ***Borough of Chambersburg***

*A full service municipality in Franklin County  
celebrating over 65 years of consumer owned natural gas service  
over 100 years of community electric and a  
regional wastewater, water, and municipal solid waste utility*

As adopted by the Borough of Chambersburg: April 13, 2015

## **BOROUGH OF CHAMBERSBURG**

### **Downtown Ceremonial Ribbon Policy**

**PURPOSE:** The purpose of the policy is to establish conditions by which the Borough would allow Ceremonial Ribbons to be displayed on Downtown Street Trees or Parking Meters within a designated portion of the Borough.

**TERM:** The policy shall remain in place for the balance of calendar year 2015 and shall be automatically be extended month to month thereafter unless Town Council determines that the policy is no longer in the best interest of the Borough, residents or businesses. Town Council may modify or rescind policy at any time for any reason.

**PERSON:** For the purposes of this policy, “Person” shall mean any duly organized and authorized Internal Revenue Code Section 501(c) or Pennsylvania Non-profit organization of any kind who desires to place Ribbons on Downtown Street Trees or Parking Meters. Proof of 501(c) status is required.

**RIBBONS:** Ribbons shall be of no greater width than 8 inches. Ribbons shall display no writing, text, graphic, symbol, logo, emoji, insignia or marking. Ribbons shall only consist of one solid or multiple solid colors. Ribbons must be constructed of a material that is capable, in the opinion of the Borough, of withstanding the elements of weather and vandalism without deterioration for a period of at least one calendar month.

**AREA WHERE RIBBON MAY BE DISPLAYED:** Ribbons may only be displayed on Downtown Street Trees or Parking Meters on Main Street, from King St. to Washington St.

**PLACING RIBBONS ON STREET TREES OR PARKING METERS:**

Ribbons may only be hand tied with a bow or a twist tie (a metal wire that is encased in a thin strip of paper or plastic as is used to tie the openings of bags, such as garbage bags or bread bags) to the trunks of Downtown Street Trees or Parking Meters. Ribbons shall be tied in such a manner that their presence is not harmful, in the opinion of the Borough, to the Trees. In addition, the Person placing the Ribbon to the Downtown Street Tree or Parking Meter must tie the Ribbon to the Downtown Street Tree or Parking Meter in a way in which the Ribbon cannot be easily removed from the Street Tree or Parking Meter by the elements. Ribbons placed on Parking Meters shall not interfere with the operation of the Parking Meters. A person may only place ribbons on Street Trees or Parking Meters but not both.

**LENGTH OF DISPLAY:** Ribbons may only be displayed for a maximum of one calendar month. Only one Person will be permitted to place ribbons on Downtown Street Trees or Parking Meters during a calendar month, regardless of the length of time that the Person actually displays the Ribbons during the calendar month. Whether on Downtown Street Trees or Parking Meters, or one or the other, only one Person shall be eligible for one installation in one calendar month. A Person shall only be eligible to display Ribbons only once per calendar year. The Person displaying the Ribbons shall be solely responsible for installing, maintaining, and removing the Ribbons no later than the last day of the calendar month in which the Person was permitted to display the Ribbons.

**SELECTION OF PERSON PERMITTED TO PLACE RIBBONS:**

Persons wishing to display Ribbons on Downtown Street Trees in the Borough must submit a written letter to the Borough Secretary as

an application form. It is preferred that written letter be on organization letterhead. The Person must designate on the application letter, which calendar month the Person desires to display the Ribbons on Downtown Street Trees and/or Parking Meters. Permission to place Ribbons on Downtown Street Trees and/or Parking Meters will be granted in the order in which an administratively complete application is received by the Borough Secretary. In the event of a tie, the tie shall be broken by the Borough Secretary by coin toss.

Each request MUST be accompanied by proof of 501(c) status, 24 hour per day contact information, proof of insurance and a description or example of the ceremonial Ribbon.

Each request MUST be accompanied by a copy of this policy signed and acknowledged by the Person.

**VIOLATIONS OF POLICY:** A violation of this policy shall occur if:

- A Person fails to remove Ribbons prior to the end of the calendar month in which the Person was permitted to display the Ribbons
- A Person places Ribbons on Downtown Street Trees or Parking Meters in unpermitted areas of the Borough.
- A Person utilizes Ribbons that do not meet the criteria of this Policy
- A Person fails to remove Ribbons which become deteriorated or are in danger of being removed from the Downtown Street Trees or Parking Meters by the elements.
- The installation damages Downtown Street Tree(s).
- The installation interferes with the proper maintenance and operation of Parking Meters.
- Any other violation of this Policy.

In the event that the Borough notifies the Person of a violation, the Person shall be precluded from participating in placing Ribbons on Downtown Street Trees or Parking Meters for two calendar years.

The Borough shall also have the right to require the immediate removal of any Ribbons if such Ribbons do not meet the requirements of this Policy or if the Person fails to meet the requirements of this Policy.

**INSURANCE:** A Person shall provide, concurrently with the application to place Ribbons on Downtown Street Trees or Parking Meters, proof of general liability insurance in the amount of at least \$250,000, and the Person shall be required to provide the Borough with an Acord certificate naming the Borough as an additional insured.

Such certificates can be obtained from the Person’s insurance professional.

**INDEMNIFICATION:** An Person who displays Ribbons on Downtown Street Trees or Parking Meters must, as a prerequisite to such display, and by submission of an application, does hereby agree to indemnify, hold harmless, and defend the Borough for any and all claims, demands, suits, damages, costs and expenses arising out of and/or relating to, directly and/or indirectly the Person’s display of Ribbons on Downtown Street Trees or Parking Meters including, but not limited to reasonable attorney fees.

**I have read this enclosed policy and acknowledge that I understand and agree to all terms and conditions**

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\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*