

# THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)



## The Brentwood Borough Council Military Banner Program



## Banner Application Form

The Brentwood Borough Military Banner Program is created to honor any active, retired, or deceased Military personnel who lives or lived in the Borough of Brentwood by placing banners with our local heroes' photo and names on them. It is created for one purpose and that purpose is to honor and give thanks to our neighbors and loved ones for their service to our country.



### This program includes:

1. 1 - 24" x 36" Military Banner to be displayed by the Borough.
2. 1 - 12" x 18" Military Banner to be presented to the family for personal display.
3. 1 - Mounting Bracket to hold the Banner while displayed.
4. 1 - Mounting hardware to hang the bracket on a pole.
5. Web presence on the Brentwood Borough Military website at

<http://www.troopbanners.com/BrentwoodBorough>

**The one-time cost to join the program is \$80 for 2017 as established by the Annual Borough Fee Resolution.**

To have a banner for your hero installed and displayed in 2017 please complete the form and submit it along with a check in the amount of \$80.00 made payable to "The Borough of Brentwood". You must include a good quality Military Photograph. Once your photograph is scanned it will be returned unharmed to you. You may email a good/publishing quality photograph electronically scanned at 600 dpi or higher to [hmunson@htmdesigns.com](mailto:hmunson@htmdesigns.com).

**Deadline for the year is February 15<sup>th</sup>.**



**SECTION 1 - Banner Information**

Applicant's Name: \_\_\_\_\_

Applicant's Phone  
Number: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Applicant's  
Address: \_\_\_\_\_

(City/State/Zip) \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**SECTION 2 - Service Person's Information**

Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Service Branch: \_\_\_\_\_

Division/Squad: \_\_\_\_\_

Conflict: \_\_\_\_\_

POW: \_\_\_\_\_ MIA: \_\_\_\_\_ KIA: \_\_\_\_\_

**Medals of Valor:**

Medal of Honor: \_\_\_\_\_ Distinguished Service: \_\_\_\_\_ Service Cross: \_\_\_\_\_

Silver Star: \_\_\_\_\_ Bronze Star: \_\_\_\_\_ Purple Heart: \_\_\_\_\_



**SECTION 3 - Applicant's Certification**

I hereby certified that I have read and understand the Brentwood Borough Council Military Banner Policy. I further understand that no specific location is guaranteed for placement of my Brentwood Borough Military Banner in the Borough of Brentwood; furthermore, I agree that once the Banner is installed, it is not moved again until the next season. The Banners will be displayed from Memorial Day through Veteran's Day.

**IF THIS STATEMENT IS NOT SIGNED, WE DO NOT CONSIDER THE APPLICATION COMPLETE AND THEREFORE CANNOT ACCEPT.**

Signature of  
Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank You for your participation in this program!**

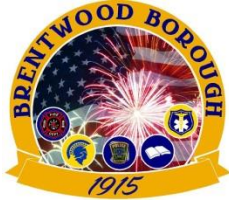
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**Brentwood Official**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Check Amount: \_\_\_\_\_ Check No. \_\_\_\_\_

Photograph Received: \_\_\_\_\_ Photograph Emailed: \_\_\_\_\_



	Brentwood Borough Council	BB #__
	<b>Brentwood Borough Council's Military Banner Program</b>	Revision #
Implemented __/__/2016		
Last Reviewed __/__/2016		
p. #	1 of __	Approved by Council __/__/2016

**1. Introduction**

The Brentwood Borough Military Banner Program is created to honor any active, retired, or deceased Military personnel who lives or lived in the Borough of Brentwood by placing banners with our local heroes' photo and names on them. It is created for one purpose and that purpose is to honor and give thanks to our neighbors and loved ones for their service to our country.

**2. Purpose**

It is the purpose of this policy to articulate regulations pertaining to the circumstances, character, location and other standards under which the Borough of Brentwood will permit the use of Borough owned streetlight poles to display Military Banners that have a direct and substantial civic and/or community benefit and enrich the aesthetic and visual appearance of Brentwood Borough's thoroughfares. The display of the Military Banners will contribute to the community's quality of life which lend a special character to the Borough of Brentwood.

**3. Banners**

- a. Fabrication and design of banners is the sole responsibility of the Borough. Banner specifications will be provided by the Borough.
- b. The banners are full color, single sided and measure 24" x 36" .
- c. The banner fabric: Synthetic or synthetic blend.
- d. The banner fabrication: Double-layered hems with 5/8 inch grommets
- e. The banner font size: 4-inchs Tall
- f. The banner text: Will list the name of the person, service branch and logo on one (1) side of the Banner.
- g. Once produced and installed, the Banners shall remain the property of the Borough until removed and presented to the family or applicant.
- h. Banner installation shall be limited to Borough poles with approved Banner brackets.

**4. Eligibility for the Military Banner Program**

- a. Must have a DD214 Certificate.
- b. Active duty, retired, or deceased member of the U.S. armed forces and current/former resident of Brentwood Borough.
- c. A high quality digital photograph of the honoree, suitable for publication.

**5. Cost**

- a. Total Cost per banner: As set by Annual Borough Fee Resolution.

**6. Guidelines**

- a. The Brentwood Borough Council's Military Banner Program is to be used for the benefit of recognizing those current or former residents of Brentwood Borough, who are currently serving or who have served in the United States Armed Forces and pay tribute to our veterans and deceased veterans.
- b. The Borough Manager, or his/her designee, shall manage the Brentwood Borough Council's Military Banner Program and have sole authority to approve the installation of banners meeting the requirements as stated in these guidelines for this program utilizing any Borough resource that may be needed.
- c. The Banner purchasing applications may be obtained from the Borough of Brentwood's website at [www.brentwoodboro.com](http://www.brentwoodboro.com) or you may contact the Borough Administrative Office to have one emailed to you by calling 412-884-1500. Applications will also be available in the Borough Building lobby, located at 3624 Brownsville Road, Pittsburgh, PA 15227.
- d. Completed applications and full payment must be received by February 15<sup>th</sup> to be considered for installation in the same year. Applications received after February 15<sup>th</sup> will be filed for the following year.
- e. Only ONE (1) Banner per honored Veteran is permitted at any given time.
- f. Once all of the available poles/locations are taken no additional application will be accepted until such time that additional locations become available.
- g. Banners will be displayed each year from Memorial Day through Veteran's Day.
- h. No specific location is guaranteed for placement of the Banner.
- i. Installation shall be the responsibility of the Borough.
- j. Once the Banner is installed, Borough Staff will contact the applicant to confirm the location of the pole.
- k. Once the Banners are installed, they will be displayed each year for a maximum of five (5) years or until the Banner starts to show deterioration. At the end of the display period, Borough Staff will contact the family and/or applicant and arrange for pick up from the Borough within a reasonable timeframe once the Banner has been taken down. Any Banners unclaimed after one (1) year will become the property of the Borough.
- l. After five (5) years, if the applicant is interested in another banner, a new application will have to be submitted along with the appropriate fee.

- m. Should the applicant decide not to replace a damaged banner within the five (5) year display period; within 30-days, the applicant must sign a waiver and/or statement stating no further interest in replacing a banner. This will free up the pole for another interested person.
- n. The Borough will conduct periodic inspections, however, the Borough shall NOT be responsible for damage to banners falling off the pole due to extreme weather elements or other unforeseen events, but will assist to put them back up as time permits.
- o. Should the Banner become damaged, lost, stolen, or starts to show deterioration, a replacement Banner may be purchased at a reduced price of \$50 as long as the replacement takes place within the five (5) year period.

**7. Deadline(s)**

- a. Application Deadlines: February 15<sup>th</sup> for Memorial Day installation.
- b. Submit completed application and fee to the following:  
C/O Brentwood Military Banner Program  
3624 Brownsville Road  
Pittsburgh, PA 15227

**8. Banner Location Process:**

- a. Banner Locations are strictly arbitrary. Absolutely NO special requests will be accepted.
- b. The banners will be displayed along Brownsville Road from Rt. 51 to Sankey Avenue.
- c. Dewalt Avenue
- d. Town Square Way from Rt. 51 to Brownsville Road.
- e.

*NOTE: The Borough reserves the right NOT to install a Banner if the requirements of this Banner Policy are not met.*

**END OF POLICY**