



PARKS AND RECREATION DEPARTMENT

Ribbon/Memorial Placement Permit

(Please print legibly)

Organization: _____

Contact Name: _____ Street Address: _____

City, State, Zip Code: _____

Phone: (cell) _____ (work) _____ Email: _____

Requested Date of Placement: _____ Date of Removal: _____

Park or Area(s) Requested: _____

Notes: _____

I certify the above information to be true and correct.

Signature: _____ Date: _____

Note: All ribbons/memorials must be completely removed by the date approved or within one week. Failure to comply with removal may prohibit future use by the organization.

For Office Use Only:

Date Request Received: _____ Received By: _____

Approved Not Approved

Comments: _____

**AFTER APPROVAL, PLEASE BRING THIS FORM WITH YOU THE DAY YOU
PLACE THE RIBBONS/MEMORIALS**



PARKS AND RECREATION DEPARTMENT

Ribbon/Memorial Policy for City of New Braunfels Parks

Approved by Parks and Recreation Advisory Board October 21, 2014

PURPOSE

This policy addresses general placement of ribbons and/or memorials within city parks and Main Plaza.

POLICY / STANDARD PROCEDURES

- As city parks and the Main Plaza are meant to be beautiful, green spaces for the community, careful consideration will be given to request for placement of ribbons/memorials on these properties.
- Ribbons will be limited to placement on tree trunks only (one per tree) as to not interfere with the historic use of the area as a symbol of the heart of the city and Historic downtown.
- A permit is required prior to the placement of ribbons and/or memorials in a city park or Main Plaza. Items not permitted will be removed by city staff.
- Seven days advance notice for request to place ribbons/memorials is required.
- The permit can be obtained from the Parks Administration Office or on the city website at www.nbtexas/parks
- The placements of the ribbons and/or memorials cannot interfere with regular operations of the park and the permit issued does not preclude the general public access to the area being used.
- The placement of the ribbons and/or memorials will be allowed for one week (7 days) and removal is the responsibility of the individual or organization requesting the permit.
- Placement of ribbons is limited to one ribbon per tree.
- Placement of memorials will be addressed on permit approval notice.
- Permits should be presented to Park Rangers and Park and Recreation Department staff as requested.