

MT. LEBANON BALLFIELD SIGN SPONSORSHIP PROGRAM 2026

POLICY OUTLINE OF REQUIREMENTS AND RESTRICTIONS FOR SIGN SPONSORSHIP

PURPOSE: The intent of this sign policy is to raise revenue consistent with concepts such as audience maturity; it is not to create a forum for unlimited expression. All funds go directly to the Municipality to pay for maintenance or capital improvements of Municipal fields.

LOCATION(S): Clint Seymour Field (formerly Wildcat), Middle Field, Dixon Field and/or future fields. Additional fields and pricing may be added at the discretion of the municipality.

NUMBER OF SIGNS: Interested parties and all related subsidiaries or affiliates are limited to one sign per field (depending on demand).

TERM OF SIGNAGE: April 1 through March 31 each calendar year.

SIGN SIZE: All signs must be 4' x 6' in size.

COLORS: Signs are required to include a 2" green border (pms color 5483). A solid background (other than white) should be on the face side of the sign and they must have a solid green backing (pms color 5483). No two-sided signs.

SIGN MATERIAL: Must use 13 ounce vinyl banner material with 1 inch hemmed sides (4 sides), and 10 grommets, spaced approximately every 2 feet around the outer edge.

FONT: Must be 3" or larger. Not more than 3 different font colors per sign. Fonts must be selected from approved font style list in either normal or bold style. Pre-approved font styles: Arial/Arial Black/Arial Narrow, Baskerville Old Face, Bookman Old Style, Century, Cooper Black, Cooperplate Gothic Bold, Dinot, Footlight MT Light, Franklin Gothic Medium. *Additional fonts can be submitted for approval prior to the creation of the sign.*

LOGOS/PICTURES: Up to 2 logos each or pictures or a combination. Picture/logos can't utilize more than 40% of the entire sign.

ARTWORK/APPROVAL: All designs must conform to the specifications provided herein. Submit artwork in AI file or .eps vectored artwork with any pms colors. Additional charges might apply for graphic set up if camera-ready artwork is not provided. Mt. Lebanon may reject any proposed design in its sole discretion.

WARRANTIES AND INDEMNIFICATION: Applicant must warrant that it is the owner of, or has the right to use, the advertisement(s) submitted by it under this policy; that the advertisement(s) do not infringe any copyright, trademark or service mark owned by any other person or entity; and that the advertisement(s) do not contain any false, misleading, libelous, or unlawful material. Applicant agrees to indemnify and hold Mt. Lebanon Municipality harmless from any costs, claims, losses or damages (including reasonable counsel fees) arising out of the content of the advertisement(s) or arising out of Applicant's breach or alleged breach of the foregoing warranties.

COPYRIGHT: Mt Lebanon Municipality has no obligations to copyright any advertising submitted by the Applicant.

DAMAGED/VANDALIZED/STOLEN SIGNS: Applicants are required to make repairs or replacements to signs if they are damaged, vandalized or stolen within 30 day period from notification. All signs damaged or vandalized will be removed, generally within a period not to exceed 10 days, and replaced once a new or corrected sign has been provided by the client within the same advertising year.

ENFORCEMENT/SET UP/MINOR FIXES: Sign enforcement will be performed by the Municipality. A sign permit application will be completed by the Municipality on behalf of the applicant. Erecting the signs will be done by the Municipal Recreation Department and any minor damage to the sign may be fixed by the Recreation Department.

NAMING RIGHTS: Mt Lebanon Municipality has the opportunity for naming rights of these fields in addition to other recreation spaces. Other opportunities for sponsorship and advertising will also be considered. If you are interested in any of these opportunities we welcome you to contact the Recreation Department at (412) 343-3409. Under the sign ordinance, dimensions of a sign may not exceed twenty four (24) square feet and may be no more than ten (10) feet in height and must not be taller than the top of the accessory structure. Permanent signs must be approved by the Commission as a conditional use.

MULTI-YEAR DISCOUNT: 10% discount for each year if full payment is made for two years, 20% discount for each year if full payment is made for three years. Payment must be made at the time of purchase.

RENEWAL PERIOD: There is a 5% renewal discount if full payment is made before the end of January within the same calendar year in which the advertisement period would start. All other payments in full must be received no later than the last business day prior to the start date. If payment is not received by the deadline, any advertisements not paid for will be removed on or soon after the next business day. If a sign is taken down, then that space will be made available to another interested party. If the canceled client makes full payment after the start date, they will be offered the next available panel. If there are no panels available, then they will be placed on a waiting list. If for any reason there isn't a waiting list, the previous section was not taken and the Applicant makes full payment, then and only then will the sign be replaced in the same location requested.

PAYMENT: Except as provided herein, fees paid are non-refundable.

NSF CHECK POLICY: An administrative fee of \$20 will be added to each occurrence of a returned check.

AMENDMENT/TERMINATION BY THE MUNICIPALITY: The Municipality has the right to remove a sign by written notice to the Applicant upon any breach by the Applicant of any term or condition of this policy or the agreement.

The Municipality has the right to amend or terminate this sign program at any time and for any reason, in whole or in part. Without limiting the generality of the foregoing, the Municipality may eliminate the program with respect to a particular field, a particular fence, a particular location on a particular fence, or entirely. In the event of a termination, a prorated sum will be refunded to Applicant.

OPERATION OF FACILITIES/PROGRAMMING: Applicant does not have the right or responsibility for operation of any recreation or municipal programming. Purchasing of a sign does not make the Applicant and the Municipality partners in any form, and neither shall have the opportunity to represent or bind the other in any manner than to the terms specified.

POLICIES. These policies and all pricing provisions are subject to change at any time and without notice. Nothing in this Policy except for the stated Purpose on page 1 shall restrict the ability of the Municipality to suitably acknowledge larger donations for the maintenance or capital improvements of Municipal fields. In such cases, the Municipality reserves the right to waive the costs and maintenance requirements of a sign and to determine priority in order to acknowledge donations.

Fee Schedule: See the fees for each field below. Indicate field and placement preference below. Final placement will be subject to availability and other restrictions.

Clint Seymour Field Fee Schedule

\$850.00 per year with new banner. (\$750 with existing banner in good condition).

Location Preference (number in order)

Left Field

Right Foul Line

Middle Field Fee Schedule

\$850.00 per year with new banner. (\$750 with existing banner in good condition).

Location Preference (number in order)

Left Field

Left Foul Line

Dixon Field Fee Schedule

\$850.00 per year with new banner. (\$750 with existing banner in good condition).

Location Preference (number in order)

Left Field

Center Field

Right Field

Name of Business _____

Address _____

Phone _____ Fax _____

E-Mail _____

Contact _____

Type of Business _____

Checks Payable to: Mt Lebanon, PA

Mail to: Mt Lebanon Recreation Department, 900 Cedar Blvd., 2nd Floor, Pittsburgh, PA 15228

I agree with the requirements and restrictions specified for sign sponsorship.

Signature _____ Title _____ Date _____

Print Name _____

For Office Use Only:
Sign Rec'd _____ Sign Hung _____ Sponsor Call _____

Check # _____ Date Rec'd _____ Logo Rec'd _____