

HARVARD
CAMPUS SERVICES



April 1, 2015

Cambridge City Council

To Whom It May Concern,

Harvard University would like to request the usage of two (2) City of Cambridge light poles (#7 and 9) on Quincy Street for the purpose of displaying banners. The time period requested is from April 13-28, 2015. The banners will promote a temporary, original work of art involving the projection of images on the John Harvard statue located in front of University Hall in Harvard Yard. This piece will be active during the evenings of April 20-27, 2015.

If possible, we would like to utilize the preferred installer of the City of Cambridge for banner installation. Thank you very much for your kind consideration of this request.

Sincerely,

Jason Luke
Associate Director

City of Cambridge
Electrical Department
Banner Permit

Applicants Name: JASON LUKE

Address: 46 Blackstone St., Cambridge, MA 02139

Organization or Business Represented: Harvard University

Pole locations: Street and pole numbers attach separate sheet if necessary:

Quincy St. poles # 7 & # 9

Type Logo, Wording, Insignia: attached photo

Date of attachment: 4/13/15 → 4/28/15

Contact Person: JASON LUKE

Telephone: 617-495-7847

Cell phone: 617-875-3002

Email: jason_luke@harvard.edu

Attachments to Poles:

1. Attachments shall be made with proper hardware and shall only be attached with non-corrosive metal clamps or brackets.
2. Banners attached to poles shall not exceed a total of 1152 square inches, approximately 18 inches x 48 inches, 24 inches x 36 inches, or 24 inches x 48. The actual size is subject to required clearances.
3. Banners cannot be attached to wood utility poles.
4. Banners shall have a minimum clearance of:
 - a. 16 feet over a roadway
 - b. 12 feet over a sidewalk
5. Banners shall not interfere with or obstruct, or otherwise block any roadway signs, lighting, or traffic signals.
6. The City reserves the right to remove, or order to be removed any banner deemed unsafe, not properly installed, or creating a hazard and the applicant may be subject to costs.
7. An applicant must provide a description of the materials the banner is made of, method of attachment, and means of installation (contractor name and contact information).

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