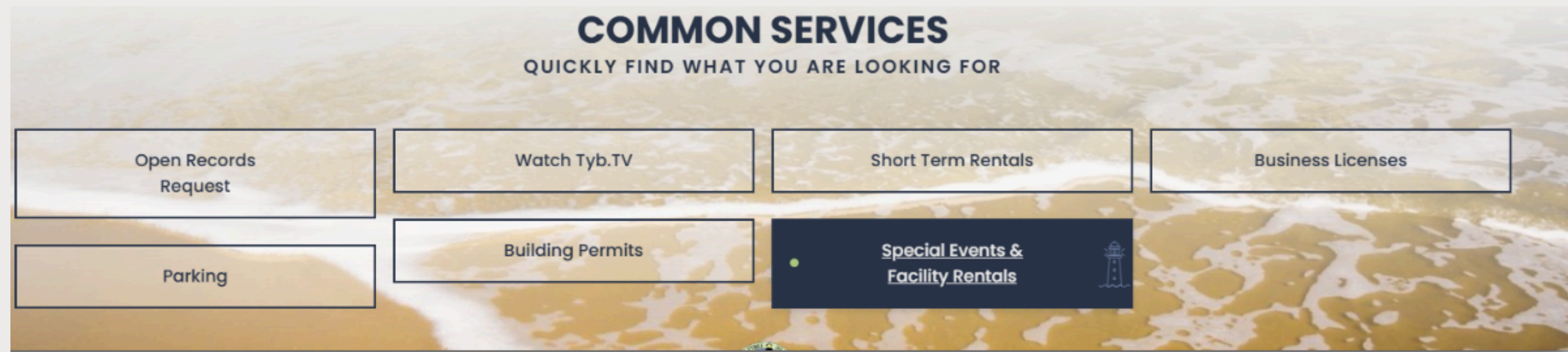


How to Reserve Event Banner Permit Locations Online



1

Access the **Special Events Page** on the **cityoftybee.gov** homepage under **COMMON SERVICES**



2

Access the **reservation website** by clicking



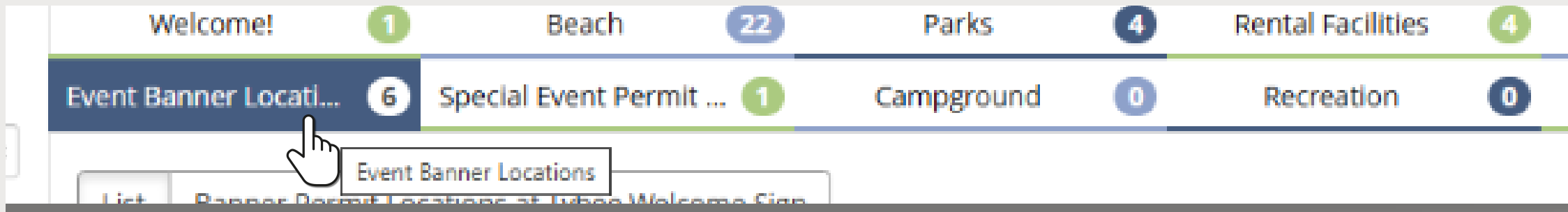
New Online Reservations

(the graphic with an image of the Guard House)



3

Select **Event Banner Locations** on the tabs at the top of the page



4

Select the **List** or **Banner Permit Locations at Tybee Welcome Sign** view options

List Banner Permit Locations at Tybee Welcome Sign

Banner Permit Locations :

The City has identified an area located near the intersection of Highway 80 and Old Highway 80 and between the Library and Fifth Street in approved special events and/or events sponsored by a non-profit organization. Banners promoting political candidates and/or elections are not allowed at these locations. An application for a banner permit will be opened to the general public. These banners shall not exceed 32 square feet. All banners are required to have half-moon cuts to allow air to pass through. Banners shall be erected earlier than 8 days before an event and must be removed within 24 hours of completion of the event. A banner permit will be issued.

Memorial Park Sign - Location 1

Memorial Park Sign - Location 2

Tybee Welcome Sign - Location 1

Tybee Welcome Sign - Location 2

Tybee Welcome Sign - Location 3

Tybee Welcome Sign - Location 4

*If you are reserving one of the two **Memorial Park** locations you will need to select the **List** view option

List Banner Permit Locations at Tybee Welcome Sign

Banner Permit Locations :

The City has identified an area located near the intersection of Highway 80 and Old Highway 80 and between the Library and Fifth Street in approved special events and/or events sponsored by a Tybee Island non-profit organization that has qualified for a City of Tybee Island community event. Banners promoting a political candidate and/or an election are not allowed at these locations. An application for a banner permit will be opened to the general public. These banners shall not exceed 32 square feet. All banners are required to have half-moon cuts to allow air to pass through. Banners shall be erected earlier than 8 days before an event and must be removed within 24 hours of completion of the event. A banner permit will be issued.

Full Availability Partial Availability No Availability

05/02/2025 Start 12:00 AM End

This is **TOP** location, where the banner is hung directly underneath the YMCA's marquee sign.

Facility Memorial Park Sign - Location 1

Location Banner Permit Locations :

Address Highway 80 Tybee Island, GA

[View Facility Rules](#)



[Click to view more images](#)



You will be able to view an image of the location in the list view after selecting a location



5

Select the banner **Location #** you would like to reserve



6

Click on the **1. SELECT DATE** box to select the date range

- select the start date of the banner reservation on the calendar by **clicking once** on the date
- move (without clicking) to the end date of the banner reservation
- once on the end date, all of the correct dates of the banner's reservation duration will be a blue color
- confirm all correct dates are showing as blue and click once on the end date

after you have selected the correct date range on the calendar, your start and end date will automatically update in the boxes here

Make a Reservation

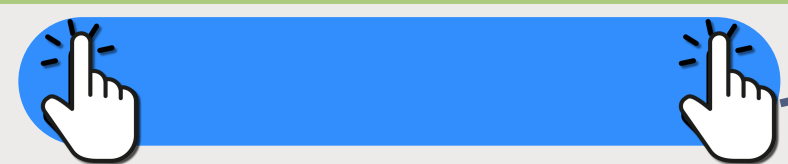
1. SELECT DATE

05/02/2025 - 05/02/2025

05/05/2025 05/08/2025 Apply Cancel

May 2025							Jun 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3	25	26	27	28	29	30	31
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
1	2	3	4	5	6	7	29	30	1	2	3	4	5

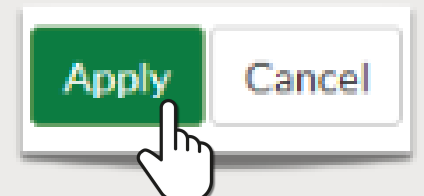
■ Available
■ Limited Availability
■ Unavailable



*each individual date does not need to be clicked to be selected, **clicking once on the start date first and once again on the end** date will select all dates

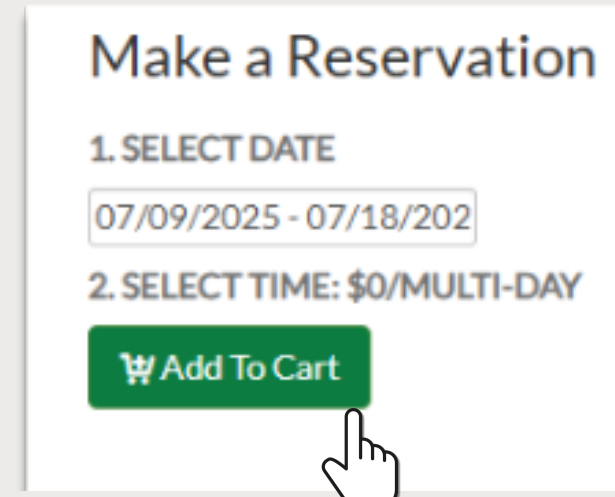
7

Once the correct date range is shown click on the **Apply** box



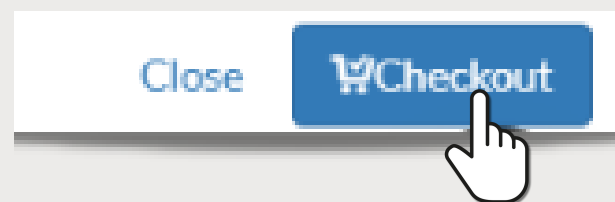
8

Check that the date range shown in the **1. SELECT DATE** box is correct and click **Add to Cart** under **2. SELECT TIME:**



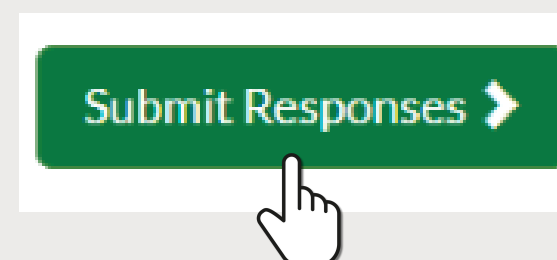
9

Click **Checkout**



10

Answer all of the prompted questions under the General Prompts and click **Submit Responses** after completing all the general prompts



General Prompts

1. Date of the event being advertised :

2. Is this request being submitted within 90 days of the event date? Yes No

3. Is the beginning date for the banner display request no earlier than eight days before the event? Yes No

4. Is the end date for the banner display request no more than one day after the event? Yes No

5. Event Name / Banner Description :

6. What is the location of the event being advertised?

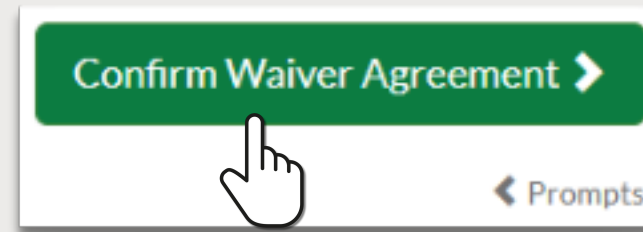
*If you have added multiple reservation requests to your check out cart you will need to select the first date for the date the event that is being advertised on the calendar for prompt 1. and then list each of the event dates (with each event name if different events) in the text description at prompt 5. Event Name/ Banner Description.
i.e.

- Farmers Market on 7/7, 7/14, 7/21, 7/28...
- Bingo on 2/10 and Trivia on 2/11
- Spring Theater Performance 5/12 and 5/19
- Annual Festival 10/25-10/27/2025



11

Sign Waivers and click **Confirm Waiver Agreement**



Waivers

Email Waivers Paper Waivers

Hold Harmless Agreement

Applies to:

Rental of Banner Permit Locations : Memorial Park Sign - Location 2 05/05/2025-05/08/2025 (Banner Permit)

Rental of Banner Permit Locations : Tybee Welcome Sign - Location 2 05/05/2025-05/08/2025 11:59p (Banner Permit)

In consideration of the right to use city property, the applicant for himself/herself, his/her heirs, successors, representatives, & assigns, does hereby release & forever discharge & agree to hold harmless the City of Tybee Island, its officials, agents, employees & representatives from any & all claims, demands, causes of action or suits of whatsoever kind or nature as a result of injuries or damages arising directly or indirectly from the use of city property or activities conducted therein, except for claims based on the sole or willful negligence or misconduct on the part of the City or its agents.

The undersigned hereby certifies that he/she specifically agrees to hold harmless the City of Tybee Island from all liability whatsoever.

Confirm Waiver Agreement

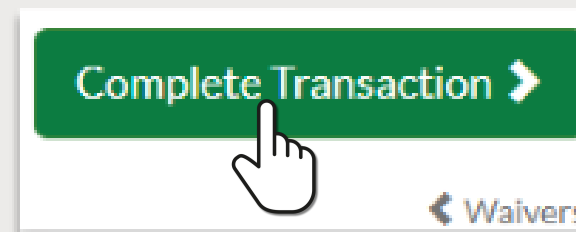
CHECKOUT FOR TINA DEROSSETT

- Account Profile
- Browse Catalog
- Prompts
- Waivers**
- Payment
- Receipt

\$0.00
2 items

12

Click **Complete Transaction**



Payment

Notes Date Override Pay Later

Item	Price
1. Rental of Banner Permit Locations : Memorial Park Sign - Location 2 05/05/2025-05/08/2025 (Banner Permit)	\$0.00
2. Rental of Banner Permit Locations : Tybee Welcome Sign - Location 2 05/05/2025-05/08/2025 11:59p (Banner Permit)	\$0.00
Total Charges	\$0.00

Complete Transaction

CHECKOUT FOR TINA DEROSSETT

- Account Profile
- Browse Catalog
- Prompts
- Waivers
- Payment**
- Receipt

PAYMENTS



13

After the checkout process has been completed a transaction receipt will be generated and emailed. The reservation request will also be submitted to the City's Events Division for review. If there are any issues for approval or further information that needs to be confirmed, you will be contacted via email by the City Special Events Staff.



City of Tybee Island

P.O. Box 2749
403 Butler Avenue
Tybee Island, GA 31328

912-786-4573
feedback@cityoftybee.gov
<https://www.cityoftybee.org/>

Thank you for registering with **City of Tybee Island**.

Attached is a copy of the receipt you received at the end of the checkout process.

14



City of Tybee Island

P.O. Box 2749
403 Butler Avenue
Tybee Island, GA 31328

912-786-4573
feedback@cityoftybee.gov
<https://www.cityoftybee.org/>

Hello,

Your reservation(s) have been approved for the following date(s):

Banner Permit Locations : Memorial Park Sign - Location 1
- Jul 5, 2025 12:00 AM-Jul 7, 2025 12:00 AM

Thank you.

You will receive a final confirmation email after your reservation has been reviewed and approved. This means you have successfully reserved an event banner permit location online, congratulations!

Please make sure to hang your event banner in the space according to the location number you made the reservation for.



Events with Consecutive Multiple Dates



If you are trying to reserve a banner location for a period of time that is greater than 10 days from the start date to the end date for a single event that occurs over consecutive multiple dates, you will need to make more than one reservation in the online system for the single banner to be hung for such duration. You are able to make multiple reservations in one cart so you only have to go through the check-out process once. Please refer to step 9 of how to answer the prompts when multiple reservations have been added to the cart.

SEE STEP 9

Prompts

Prompt

General Prompts

1. Date of the event being advertised :

2. Is this request being submitted within 90 days of the event date? Yes No

3. Is the beginning date for the banner display request no earlier than eight days before the event? Yes No

4. Is the end date for the banner display request no more than one day after the event? Yes No

5. Event Name / Banner Description :

6. What is the location of the event being advertised?

7. (select all that apply) This event is sponsored by :

8. This banner is advertising an event that is open to the general public. I Agree

9. This banner will be removed within 24 hours of the completion of the event. I Agree

*If you have added multiple reservation requests to your check out cart you will need to select the first date for the date the event that is being advertised on the calendar for prompt 1. and then list each of the event dates (with each event name if different events) in the text description at prompt 5. Event Name/ Banner Description. i.e.

- Farmers Market on 7/7, 7/14, 7/21, 7/28...
- Bingo on 2/10 and Trivia on 2/11
- Spring Theater Performance 5/12 and 5/19
- Annual Festival 10/25-10/27/2025



Other FAQs



Why am I receiving an error message that looks like this?

secure.rec1.com says

The following error(s) occurred:

- The rental must not exceed the maximum units (currently 11/10)

OK

An error about 90 units is occurring, Why?

Event Banner Reservations will only be accepted within 90 days of the event date.

An error about 8 units is occurring, Why?

Event banners cannot be erected earlier than 8 days before an event.

An error about 10 units is occurring, Why?

Event banners must be removed within 24 hours of completion of the event. The total banner reservation duration for eight days prior, the event date, and the day after will not exceed a total duration of 10 days.



Reservation Site Tips



- Google Chrome is the preferred browser for optimal use with the reservation site
- Though both the City website and City's reservation website are both CivicPlus sites, an account specifically on the reservation site (secure.rec1.com) will need to be made; if you already have an account on the City website this is a separate account
- If you are making an account to use for an organization do not select organization for the user type, all accounts should be made as an individual user type of account even if the account name is an organization name and used by multiple people

Event Banner Requirements

- **Banners shall not exceed 32 square feet**
- **Banners are required to have half-moon cuts to allow air movement**

Events must be open to the general public and one or more of the following:

- City approved Special Event
- Event sponsored by a Tybee Island organization that has qualified for a City of Tybee Island community service award
- Event sponsored by a Tybee Island non-profit organization grant recipient
- Event to be held within the City of Tybee Island which are sponsored by a non-profit organization



We hope you found this helpful

and enjoy the new online process!

