



ELKINS SEASONAL DECORATING

The City of Elkins appreciates your organization's efforts to make our downtown attractive and fun for residents and visitors alike. We know you want to make the best use of your resources and keep participants and observers safe, so please, as you plan your project or event, keep in mind the following:

- Do not affix anything to regulatory signs (i.e. stop, yield, speed, pedestrian crossing, school zone, one-way, RR crossing, etc.)
- Use of the parking posts is permitted, so long as the "3-hour parking" stickers remain visible
- No decorations placed within fifteen (15) feet of a fire hydrant
- Leave a four (4) foot path free of obstruction on the sidewalk for pedestrian access (note: five (5) feet is required on corners)
- Decorations cannot block access to legally parked vehicles
- No banners will be permitted across city-maintained roadways
 - For permission to hang a banner across a State-maintained roadway, please contact the WV DOH
- Secure or weigh down decorations so they are not easily moved or blown away

Use this easy-to-follow checklist to be sure you are complying with city rules and regulations.

- Does my event require blocking a street or a sidewalk?
 - Yes – submit an event request application to the City of Elkins Executive Secretary at least two weeks prior to the start of your event
 - No – contact Elkins Main Street to coordinate your event on the seasonal calendar with other seasonal decorating activities, dates, and events
- Do I want access to the downtown sound system?
 - Yes – submit a downtown sound system use application to the City of Elkins Executive Secretary at least two weeks prior to the start of your event
 - No – no action needed
- Who do I call with questions?
 - To coordinate with the seasonal calendar:
Elkins Main Street @ 304-637-4803
 - For clarification on city rules and regulations:
City of Elkins Executive Secretary @ 304-636-1414 ext. 1110

