



BANNER POLICY

Background: The railing at Pond Park is frequently used to hang banners to help inform the public of upcoming events. It will be used, as available, when it is safe to do so.

Statement of Policy: It is the policy of the Select Board that the railing at Pond Park shall be made available to publicize programs/events that will take place in Bolton. All banners must be approved by the Town Administrator or Select Board. Banners may be hung by the applicant no longer than two weeks prior to the event and should be taken down by the applicant within 48-hours after the completion of the event.

Procedures for Banner Requests: Pursuant to Massachusetts General Laws, Chapter 85, Section 8, the following rules and regulations shall apply to the permission to hang banners in the town of Bolton:

1. Banners are allowed only with permission granted by the Town Administrator or the Select Board at their regularly scheduled meetings. Meetings are posted on the Town Website www.townofbolton.com. No special meeting will be called for banner requests.
2. All requests for banners must be submitted using the webform: <https://www.townofbolton.com/select-board/webforms/banner-request>
3. Requests to hang banners must be received one week prior to the date for hanging the banner.
4. Banners are to be used only for the purpose of alerting the public to upcoming public events, which are of communitywide interest. Banner requests will not be approved for any for profit entities. Text may include places and times, and if applicable, the cost of admission and identification of the sponsoring agency.
5. **No banner may be hung more than two weeks prior to event, and must be removed promptly after event.** In the event that the banner is not removed, the town reserves the right to remove the banner and invoice the proponent for the associated expense.
6. All banners will be located on the fencing along the park, and be hung and removed by the proponent with strict adherence to the approved schedule.

Approved by the Select Board on June 8, 2023 (1/13/05,12/7/06)






