



TOWN COMMON SIGN BOARD POLICY

Background: The sign board was installed in September 2016 by the Conservation Trust. The Town Common was purchased by the Town May 1, 2017 by Town meeting vote (Article 34). The sign board displays a "Welcome to Bolton" sign when not in use.

Statement of Policy: To be utilized for publicizing activities/events that will take place on the Town Common and that are open to the public. Signs may be displayed up to two weeks prior to the event and will be taken down within 48 hours after the event. All signage should relate to an event that has already been approved by the Parks and Recreation Commission. Signage should be approved by the Town Administrator or the Select Board.

Procedures for Use of Community Message Sign:

1. Signs 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 a sign requests.
2. All requests to display a sign must be submitted using the webform: <https://www.townofbolton.com/select-board/webforms/town-common-sign-board-request>
3. Requests to should be received at least one week prior to the date requested.
4. Applicants must have prior event approval from the Parks and Recreation Commission.
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






