The Commonwealth of Massachusetts
Town of Georgetown

From the Office of The Board of Selectmen
1 Library Street, Georgetown, MA 01833 (978) 352-5755

REQUEST TO HANG A BANNER ON TOWN HALL PROPERTY

Applicant:

Non-Profit Organization:

Person Responsible:

Street:

City: State: Zip:

Day Phone: Evening Phone:

Event Description:

Title:

Location:

Date: Time:

Banner Content:

Commercial Sponsor/Logo:

ATTESTATION: I, the undersigned, have read and agree to the following Banner Guidelines issued by the Board of Selectmen:

Signature: Printed Name: Date:

For Office Use Only: ***Approved by:***

Date of Approval: _____ _____

Start Hang Date: _____ _____

Removal Date: _____ _____

Policy for Banners on Town Hall Property

Adopted by the Board of Selectmen on January 4, 1999

Non-profit groups may hang banners on the Town Hall fence after being granted specific permission from the Board of Selectmen.

No banners that include sponsorships by alcohol and tobacco products will be allowed.

No banners that include content deemed inappropriate or offensive by the Board will be allowed

Prior to placing a banner on Town Hall property, permission shall be requested from the Selectmen, by completing the attached Request Form (page 1 of 2). This includes information about the event, the organization and the name of the person responsible for the placement and removal of the sign/banner.

Banners will be limited to Georgetown groups only.

Request Forms must be submitted to the Board of Selectmen for approval at the next regularly scheduled meeting. The request must be approved before the sign/banner can be displayed.

Banners shall not be hung more than 14 days before the event, and shall be removed within 48 hours of the event.

No banner will be more than 42 inches high, measured from the ground up, nor wider than 8 feet, measured along the fence.

No group may erect any other posts or cables or add to the height of the fence in any way.

Banners may not be illuminated by lights of any kind.

Banners will be hung so that they do not block out nay other banner.

Description of *Banner:* A sign of cloth or fabric which is flexible. No wood, metal, cardboard or plexiglas type banners will be allowed.

Any banner judged to be in violation of these guidelines will be removed by the Selectmen or their agent at any time.

Sanctions for not following these guidelines will include not being allowed to hang banners in the future.