

TOWN OF ACTON
BOARD OF SELECTMEN

01-27-07
Implementation copy
3/3/08
CA

POLICY NO. _____

Date of Adoption _____

Subject: Banners on Town Hall

1. Need for this policy

Certain routine requests for banners to be posted on the front of Town Hall celebrating the return of military personnel come before the Selectmen for approval. By providing a set of guidelines, the Board can reduce its deliberations.

2. Objective of this policy

To provide a standard, published set of guidelines for approving this type of banner request.

3. Projected impact of this policy

It is anticipated that adoption of this policy will:

- Have a minor impact on the workload of the Town Manager and staff
- Decrease the number of items that must come before the Selectmen
- Provide citizens with a procedure for this type of request.

4. Statement of Policy

Banners controlled by the Selectmen may be authorized by the Town Manager or his designee under the following conditions:

- The military personnel meets one or more of the following qualifications:
 - Completion of a tour of duty in a combat theater as defined by the Department of Defense, Joint Publication 1-02:
 - **Combat theater.** *Defined by the National Command Authorities or the geographic combatant commander, the area of air, land, and water that is, or may become, directly involved in the conduct of military operations*
 - Honorable Discharge from Military Service
 - Three months of Active Duty for a member of the National Guard or the Reserves
- Sponsors must be a citizen of the Town of Acton or an Acton based non-profit, charitable, organization.
- Only one banner may be allowed per event.
- It may be displayed for a maximum of five (5) calendar days

- Banners are to be provided by the Sponsor and the banner must comply with the following specifications and conditions:
 - a) Banners must be made of a mesh material or solid material with air vents, with grommets at the four corners and at the width mid-point of the top. Banners **must measure 6 feet wide and 30 inches high in dimension.**
 - b) Content and color choice are subject to the approval of the Town Manager or his designee
 - c) Banners may be installed across the front of Town Hall. If multiple banner requests occur for the same time period, a joint banner will be placed on Town Hall or multiple banners will be placed on the Town Common.
 - d) Banners must be delivered to the Municipal Properties Department five (5) working days before the event.
 - e) Town staff will install all banners.
 - f) Banners will be disposed of by the Town unless they are retrieved from the Municipal Properties department no later than five (5) working days after the event.
 - g) No fee will be charged, unless overtime is required to hang the banner.
 - h) Liability Insurance is not required as a condition of approval, but is strongly recommended.

5. Means by which this policy shall be implemented

This policy shall be implemented by the Town Manager or his designee. An information packet will be developed detailing the procedure to be followed for filing a request.

6. Effective date of the policy and implementation target date

This policy will be effective immediately upon adoption by the Board of Selectmen.

7. Date on which the policy shall expire

Indefinite.

Board of Selectmen

Clerk