

## HANGING BANNER POLICY

The following policy was adopted by the Board of Selectmen on April 13, 1992 per the recommendation of the Safety Committee and amended August 11, 2008, April 2, 2012, and again on February 1, 2016.

1. Requests for installation of a banner shall be made to the Office of the Board of Selectmen. Requests must be filed sufficiently in advance of the requested dates for installation to allow adequate time for action by the Board. Such requests shall include:
  - a. The name of the organization making the request; contact person name, address and phone number; event or other purpose to be advertised on the banner; and dates requested for the banner's installation.
  - b. A Certificate of Insurance naming the Town as an additional insured; said insurance shall be kept in force during the time the banner remains across the public way. Terms and conditions of the insurance shall be subject to approval by Town Counsel.
  - c. An indemnification agreement (form to be provided by the Town of Natick).
  - d. Written permission from Debsan's Decorating Store and from Fair & Yeager Insurance (from which the banners are hung).
2. It is the intent of the Board of Selectmen to allow banners for Natick-based, not-for-profit organizations and to advertise charitable or community events that will occur within Natick; however, the final determination rests with the Board of Selectmen.
3. Requests for installation of a banner shall be reviewed and acted upon by the Natick Board of Selectmen. The Board of Selectmen meeting schedule can be found on the town website. The Board may alter or limit the dates for the banner's installation based upon the schedule for other banner installations.
4. Banners will not be permitted for installation after December 1. The first banner of the spring shall be the "Vote Tuesday" banner for the spring Town election (or for the primary election, if applicable).
5. Banners to be installed over a public way must be printed on both sides and should be sized appropriately: banners 3 feet high and 15-20 feet long are recommended. Banners must have ½-inch inside diameter metal grommets from which the banner will be hung as well as air vent holes and a tie strap at least 5 feet long on each corner.

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6. Banners across the public way shall be a minimum of 16-1/2 feet above the surface of the road.
7. Subsequent to approval by the Board of Selectmen, the banner sponsor shall make arrangements for installation with the Land Facilities and Natural Resources Division of the Department of Public Works (DPW) by calling 508-647-6558. The sponsor must deliver the banner to the DPW, 75 West Street, prior to its installation date and pick up the banner within a week after its removal. The Town of Natick shall not be responsible for banners not picked up in a timely manner. Installation of banners may be subject to weather conditions and availability of personnel. The DPW's hours of operation are Monday 7:00 a.m. to 7:00 p.m., Tuesday through Thursday 7:00 a.m. to 4:00 p.m., and Friday 7:00 a.m. to 12:00 p.m.
8. Banners deemed by the Town of Natick to be unsafe will not be installed.

### NATICK BOARD OF SELECTMEN

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Charles M. Hughes, Chairman

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Richard P. Jennett, Vice Chairman

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Nicholas S. Mabardy, Clerk

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Josh Ostroff

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John Connolly

Amended: February 1, 2016