

Lexington Pole Banner Policy **Adopted _____**

Banners may be on Massachusetts Avenue, Worthen Road and Waltham Street at approved locations on designated poles subject to approval of the Town Manager and the Historic District Commission, as appropriate, and under the following conditions and by priority as listed below:

1. To notify residents of elections or Town Meeting.
2. Information related to programs offered by Town Departments.
3. To notify residents of other Town-sponsored events or programs.
4. To notify residents of other community events within Lexington.
5. To promote Lexington specific community based non-profit activities.

In setting precedence on how banners will be posted or removed, banners will be posted in a priority-based manner as numbered above with 1 being the highest priority. No banners related to religion, political or commercial advertisement will be permitted. Banners for community sponsored events with business sponsor names incidental to the banner design may be allowed subject to the approval of the Town Manager.

To request that banners be hung on poles on Massachusetts Avenue, Worthen Road or Waltham Street: All requests must be sent to the Town Manager's office via email (manager@lexingtonma.gov) or regular mail to the Town Office Building, 1625 Massachusetts Avenue, Lexington, MA 02420 ***no less than four weeks before the pole banners are requested to be hung:***

Your request must include:

- The name of the sponsoring organization
- The name of the event or program
- Date, time and place
- Contact information
- Dates that are requested for the banners to be hung/removed
- Proposed banner design to include wording, symbols and colors

Pole banners may be requested to hang for a period of up to four weeks, which may be extended at the Town Manager's discretion. The Town Manager may require a minimum amount of pole banners to provide a unified look. The Public Works Department will make every effort to hang/remove the banners on the dates requested (though dates may vary depending on other scheduled work). The Town Manager reserves the right to approve/disapprove of specific design and content for all banners.

Should the Town manager approve the request, it is the responsibility of the applicant to deliver the banners to the Department of Public Works, 201 Bedford Avenue, no less than two weeks prior to the date the banner(s) is/are requested to be hung.

Banner Requirements: Banners and all related material shall be of the size and material as per the specifications of the Public Works Department. Any costs related to the Public Works Department hanging banners shall be paid at the time the banners are delivered to the Public Works Department, the Town Manager reserves the right to waive any fees.

The Town shall not be responsible for theft, damages, etc of any banners.