

Banner Protocol



www.waterburyvt.com

Town of Waterbury Recreation Department

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The following *protocol* for using the banner hanger structure located on the south side of North Main Street on Town property of the Library and Dac Row Recreation Field has been adopted at a meeting of the Waterbury Selectboard held on November 17, 2014:

Protocol for use of the banner hanger structure erected by the Waterbury Rotary Club in the summer of 2014

- A. This structure may be used to hang banners which announce community-wide or special events for the benefit of non-profit or civic organizations. A single individual (name, address and phone number) representing the event or organization must apply to the Recreation Department for permission to use this structure, using the *Banner Posting Application Form*, available at waterburyvt.com under recreation. The Town assumes no liability for banners hung on this structure.**
- B. Each banner will be permitted to be erected no more than two (2) weeks before the initial date of an event and must be removed no greater than three (3) days after an event unless otherwise approved by the Recreation Department's Office. Any banner not permitted or not adhering to this protocol will be subject to removal and retrieval at the Recreation Department's Office.**
- C. The maximum number of banners that may be permitted to be displayed at one time is four (4). Scheduled hanging of banners will be permitted on a "first come" basis as determined by the Recreation Department. Installation of banners shall be in order from lowest to highest position. Long banners and banners that may be permitted to remain displayed a longer time, must be hung at the lowest positions of the structure. Shorter banners should be hung in the higher two positions.**
- D. Banners permitted must be: a.) constructed of material, roping and grommets suitable for withstanding variations in weather conditions at the site, b.) no greater than fifteen feet (15') long or thirty inches (30") high and c.) should have at least three (3) eight inch (8") diameter half-moon slits installed (on center and five feet (5') on each side of center) to allow air to flow around and through the banner during periods of high wind. The use of alternate or additional ropes and bungee cords is prohibited.**
- E. A plaque providing simple instructions for hanging and securing banners will be affixed to the structure. A separate plaque depicting the protocol adopted by the Selectboard on November 17, 2014 will also be affixed to the structure.**