

ADOPTED 09-09-03  
AMENDED 10-12-04  
AMENDED 08-09-05  
AMENDED 06-27-06  
AMENDED 11-27-07  
AMENDED 12-16-14  
AMENDED 06-19-19

## **Town of Farmington Community Announcement Space Policy**

The Town of Farmington maintains three (3) locations for messages announcing community events. These locations are at the traffic island bounded by Water Street, Bridge Street, and Wilton Road; at 140 Farmington Falls Road; and at Philbrick Park in Farmington Falls.

Use of these locations must be scheduled in advance through the Planning Assistant. Space is allocated on a strictly first come, first serve basis, via a process determined by the Planning Assistant. Announcements will be allowed no more than fourteen (14) days prior to the event, and must be removed no more than one (1) business day after the event.

Changeable message signboards are available at the traffic island bounded by Water Street, Bridge Street, and Wilton Road and at 140 Farmington Falls Road. The desired message shall be submitted to the Planning Assistant in advance for compilation of the lettering, and arrangements made to pick up and return the key(s) and lettering during regular business hours. There are three lines available on each of the message boards, which hold approximately 25 letters per line.

A maximum of two (2) banners will be allowed at the Philbrick Park location designated by the Board of Selectmen from December 1 to April 1 of each year. A maximum of three (3) banners will be allowed at the Philbrick Park location designated by the Board of Selectmen from April 2 to November 30 of each year. Banners will not exceed sixteen (16) square feet in size. They will be secured at all times and remain free of rips and tears.

The display of community announcements is limited to non-profit, non-commercial organizations holding charitable events of broad community interest. Announcements shall be limited to the name of the organization hosting the event, the name of the event, the location of the event, and the date and time of the event. The Board of Selectmen reserves the final authority to approve or deny any request for the use of space at any or all of the community announcement locations.