

## **Rules and Regulations for Non-Profit Event Signage/Banner Display**

1. Any entity who wishes to display a sign and/or banner to advertise a non-profit event, program or organization must obtain a permission from the Town Administrator by filling out the Non-Profit Event Signage Display Application found on the Town's website. Please return completed application to Lynne DeNapoli at [ldenapoli@townofmilton.org](mailto:ldenapoli@townofmilton.org).
2. Not more than 1 (one) sign can be displayed per organization/event on Town property at a sanctioned location, and no more than 3 (three) locations will be approved per event, program or organization.
3. Approved signage can be posted at the designated location(s) for a maximum of 3 (three) weeks. It is the responsibility of the applicant to remove the sign(s) after the approved posting period has expired.
4. Each approved location can display a maximum of 2 (two) signs per island, if there are multiple islands at a location, a maximum of 2 (two) signs can be posted on each island.
5. It is up to the applicant to provide any signage to be displayed, and incumbent upon them to ensure the signage is properly secured at its location (spikes rooted deep enough for lawn signs, cinderblock anchor for A-frame signs (optional)). The Town is not responsible for any damage resulting from an improperly secured sign, nor is it responsible for any damage done to a sign.
6. The locations for posting that can be approved by the Town Administrator are as follows:  
  
A-Frame Signs & Lawn Signs:
  - Canton Avenue at Blue Hills Parkway
  - Adams Street at Canton & Randolph Avenues
  - Adams Street at Brook Road (by St. Agatha's)
  - Adams Street at Squantum Street
  - Adams Street at Centre and Pleasant Streets (Algerine Corner)  
A-Frame Signs ONLY
  - Reedsdale Road at Brook Road and Centre Street (by Pierce Middle School)
  - Granite Avenue at Squantum Street
  - Brook Road at Canton Avenue (by Glover School)
7. If there is also a request to hang a banner, please include that information in the space provided in the application. Please note that using a Town space that is under the jurisdiction of another Board/Committee (ex. Schools, Parks, etc.), approval is needed from both the Town Administrator and the entity that holds that property.

# **NON-PROFIT EVENT SIGNAGE DISPLAY APPLICATION**

To The Town Administrator:

I, \_\_\_\_\_, of

Please Print Name

\_\_\_\_\_, Telephone No. \_\_\_\_\_,  
Address

email \_\_\_\_\_,

REPRESENTING \_\_\_\_\_

Name of Organization

respectfully request permission to display a sign at :

\_\_\_\_\_  
Address or Location of Sign(s)

\_\_\_\_\_  
Address or Location of Sign(s)

from:

to:

\_\_\_\_\_  
Date(s) of Display

\_\_\_\_\_  
Date(s) of Display

if a banner display is being requested as well, please give location requested:

from:

to:

\_\_\_\_\_  
Date(s) of Display

\_\_\_\_\_  
Date(s) of Display

By signing below, I acknowledge my responsibility to remove the signs from the approved locations once the event has passed.

APPROVED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Nicholas Milano, Town Administrator

\_\_\_\_\_  
Date