



WELLESLEY TOWN HALL  
525 Washington Street  
Wellesley, MA 02482

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WWW.WELLESLEYMA.GOV

Rules Governing Display of Banners over  
Recycling and Disposal Facility (RDF) Access Road

1. Applications for hanging a banner over the RDF access road, are available in the Selectmen's office on the 3<sup>rd</sup> floor of Town Hall and at [www.wellesleyma.gov](http://www.wellesleyma.gov)
2. Permits are granted on a first-come, first-served basis. Only Wellesley-based organizations will be permitted to display a banner, in order of priority listed below:
  - a. Town boards, committees and officers for official business of the Town;
  - b. Town departments sponsoring community events;
  - c. Wellesley-based non-profit organizations and churches; and,
  - d. All other non-commercial applicants, but no entity organized for profit, private interest or political groups.
3. Permits will be granted for no longer than one week; however, there may be exceptions made during time periods when there is less demand for space.
4. As resources permit, the Municipal Light Department will make every effort to hang the banner as permitted, with the understanding that there are circumstances which could delay the banner being hung.
5. For safety reasons, only one banner may be displayed at a time.
6. All banners shall:
  - a. Be no larger than 3 feet in height and 20 feet in length;
  - b. Be made of a durable material capable of sustaining the elements (19 oz. banner material suggested), have reinforced grommets with an inside dimension of ½" every 2 feet along the top and bottom edges, and have wind slits.Please contact the Municipal Light Plant at (781) 235-7600 x3373 if you have any questions related to banner construction.
7. Any party wishing to display a banner will be required to provide a certificate of insurance (minimum \$1,000,000 General Liability, each occurrence) listing the Town of Wellesley as an additional named insured.
8. Banners shall be delivered the Municipal Light Plant, 2 Municipal Way, along with the permit, at least one week before it is to be hung and shall be picked up from the Municipal Light Plant no later than one week after the expiration date of the permit. The Municipal Light Plant will not be responsible for banners left after one week. Banners should be clearly marked with the organization name and dates to be hung.