

TOWN BULLETIN BOARDS

AKA Sign Boards

Week requesting Display (Monday – Sunday): Monday, _____, 20__ to Sunday, _____, 20__

Name of event to be advertised: _____

Number of Signs: _____ If less than 4 signs to display, the locations desired are:

Wayland Ctr (Rt 20/Rt 27) _____ Cochituate Ctr/Cochituate FireStation _____

Five Paths _____ Rt 20/Wayland-Weston Town Line _____

Name: _____ Organization: _____

Address: _____ Telephone #: _____ Email: _____

Date of Application: _____ Alternate Contact Name & Phone #: _____

IMPORTANT – PROCEDURE AND POLICIES

In order to assure a fair allocation of signs, the following policies and procedures have been adopted:

1. Quantity: Maximum signs = 4
2. Material: Signs must be made out of vinyl (aka VINYL BANNER) **OR**, Plywood or an aluminum composite panel. **We strongly recommend vinyl material for your signs.**
3. Size: ***VINYL BANNER** must be 4'0" x 8'0". We recommend edges to be sewn but not mandatory. **Grommets** to be installed one inch from each corner, plus one inch from the top and bottom edges, centered top and bottom, totaling 6 grommets installed. **Vinyl Banners preferred!**
***Plywood/panel** must be 4'0" x 8'0" x 3/8" or 1/4". **Holes** must be 5/16" and drilled in each corner. **Holes** must be 1 foot from each side, and 3/4 inches from the top and bottom.
4. Painting: Must be painted attractively with waterproof paint.
5. Design: Must be appropriate for Town viewing.
6. Delivery: Signs must be delivered to the DPW Facility Garage at 66 River Road prior to 6:30 a.m. on the Monday they are to be displayed; preferably the Friday before (the DPW office closes at 12:30 p.m. on Fridays). Drop off area for Vinyl Banners is the DPW office during business hours (6 a.m. to 4 p.m. Monday-Thursday, and 6 a.m. to 12:30 p.m. Friday) rolled up and secured. Drop off area for Plywood/panel signs is behind the Salt Shed, on the back side that is closest to the DPW garage/building, and left on the swath of grass by the Salt Shed. Your signs will be returned to 66 River Road the Monday morning after the Sunday of the display week. **THEY MUST BE PICKED UP FROM THIS AREA BY THE WEDNESDAY FOLLOWING THE MONDAY SIGN REMOVAL. ANY SIGNS NOT PICKED UP WILL BE DISPOSED OF.**
7. **Priority for Signs: Town Meeting, Special Town Meeting, and ALL ELECTIONS take precedent over all organizations.** You will **NOT** be able to display your signs if any of these town events are to take place.

8. **Please NOTE:** If the signboards are not in conformance with the Procedure and Policies listed above, or not in conformance with the policy set by the Board of Selectmen, **your signs will NOT be put up.**

CONFIRMATION

Approved: _____ Not Approved: _____ by: _____ DPW CC: Applicant _____ CC: DPW Superintendent _____

Town of Wayland Bulletin Board (aka Sign Board) contact:

DPW Office, 66 River Road Tom Holder, DPW Director

508-358-3672

508-358-3678

DPW-water@wayland.ma.us

tholder@wayland.ma.us

Town of Wayland, Board of Selectmen, Policies and Procedures for use of Town Sign Boards:

The Town has made available frames to display four 4 feet by 8 feet sign boards to publicize events benefiting or open to the general public. The frames are located on Route 20 at the Weston border, Route 20 at the intersection of Routes 27 and 126, "Five Paths", and the Cochituate Fire Station. The following procedures govern the use of these signboards:

1. Sign boards may be reserved by stopping by 66 River Road DPW Facility Garage, emailing, or downloading from the town website the Department of Public Works the Town Sign Board application form.
2. Due to the demand for these signboards, priority is given as follows:
 - a. Town Meeting and ALL elections, and Special Town Meeting take precedent over ALL organizations.
 - b. Request from Town Departments
 - c. Non-profit and Town wide organizations
3. Signs must be a VINYL BANNER, **4'0" x 8'0"**, or, painted attractively with waterproof paint on 4x8 foot wood boards or an aluminum composite panel no thicker than 3/8 inch.
4. Signs must be delivered to the Wayland DPW Facility Garage at 66 River Road by the Friday before no later than 12:30 p.m., or prior to 6:30 a.m. on the Monday on which they are to be erected.
5. The usual period of display will be two weeks, from Monday to Monday. Signs must be picked up at the Wayland DPW Facility Garage, 66 River Road, as soon as possible after they have been taken down.
6. The Town is not responsible for the loss or damage to the signs.

When the Town signboards have already been reserved, town wide civic and nonprofit organizations may request in writing permission from the Board of Selectmen to display sandwich board signs adjacent to the Town Signboards. Sandwich board signs must be smaller than the Town signs. They should be placed as not to obscure the Town signs and secured in such a way that they are not displaced by wind. They may be displayed for a period of one week. (Please contact the Selectmen's Office.)

NOTE: Requests to display temporary sandwich-board signs at Route 20 and the intersection of Route 27 and 126 must be submitted in writing to the Historic District Commission. Please make your requests early because this Board seldom meets more than once a month.