

Mattapoisett Land Trust Banner Policy and Application Process

2023

Policy

In support of community organizations, the Mattapoisett Land Trust (MLT) allows the placement of banners on our property at the southeast corner of North Street and County Street (Route 6). Due to limited space for banners, the following policy will govern. Failure to comply with these terms may result in delay or denial of future requests. The MLT will permit the installation of banners that meet the following guidelines:

- **Permission:** Banners will be permitted only with advance approval by the MLT
- **Eligible entities:** Mattapoisett based non-profit and community-based organizations, as well as the Town of Mattapoisett, to announce functions and events are eligible to use the space for banners. Commercial advertisements are not allowed.
- **Banner dimensions:** In order to fit the signposts the face of the banner shall not exceed 2' by 8'
- **Duration:** Banners may be installed for up to two weeks. All banners must be removed on the day following the announced event
- **Location:** Banners may be installed only upon the appropriate posts and no additional posts may be placed on the MLT property
- **Responsible parties:** Owners are responsible for installing and removing their own banners
- **Unauthorized installation:** Banners installed without MLT approval will be removed by the MLT and the owner will be notified that the banner will be available to be picked up at the MLT office
- **Liability:** The MLT is not responsible for damage to banners installed either with or without permission
- **Requests for use of the banner space** will be reviewed for conformance with the policy and approved on a first come, first served basis. In the event there is not adequate space to accommodate all requests at any point in time, the MLT will prioritize banners for organizations that have not placed banners within the preceding 12 months.

MLT is the sole entity responsible for administering the banner policy. Questions regarding this policy may be sent to banners@mattlandtrust.org.

To Apply

A new request is required for each time banner space is desired. Approval does not carry over from year to year.

Please email us at banners@mattlandtrust.org to apply. Requests will be processed on a first come/first served basis.

Include the following in your email:

- Organization Name
- Contact Name (We will contact you for additional information if needed.)
- Phone number
- Email (This email will be used only to contact you regarding the current request.)
- Event name
- Date event starts
- Date event ends
- Date you want to hang the banner

You will receive emailed approval or denial for your banner from us. Please do not put up your banner until you receive approval. Please do not remove any other banners to make room for your own. If you have any questions, please contact us at banners@mattlandtrust.org