

**Title: Holiday Displays in Town Hall Park
Procedures**

Number: PRO-CD-2011-3

Approved: 11-29-2011

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I. Purpose and Scope

- A. During the winter holiday season, the Town offers a “free expression zone” for the placement of temporary displays of either a religious or secular nature by private citizens or non-profit organizations.

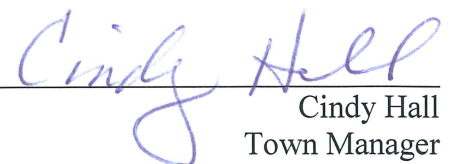
II. Procedures

- A. The following conditions apply to this procedure.

1. Private Citizens or non-profit groups may place temporary religious or secular displays in Town Hall Park from the first Saturday of December until December 31.
2. Each display will be given space of 20 feet by 20 feet in the Northwest corner of Town Hall Park at the corner of Smith Street and Kingsley. The display may face either Smith Street or Kingsley and must be set back from the street 10 feet.
3. Each display must have a sign in front of the display that is approximately one (1) foot by two (2) feet in size that identifies the group presenting the display.
4. The display must not require any maintenance by Town staff.
5. The citizen or non-profit group is responsible for erecting and dismantling the display within the allotted timeframe.
6. The display must be static: no live animals, people or organic material may be included.
7. Town Hall Park is a family venue; nothing obscene may be included in the display.
8. If electricity is needed, the citizen or group must pay the electric turn-on fee as provided by Town policies plus \$1 per day for electric usage.
9. Each citizen or non-profit group may only place one display.

III. Reservation of Authority

- A. The authority to issue or revise this Procedure and/or addendum is reserved to the Town Manager.


Cindy Hall
Town Manager