



REQUEST TO HANG/ERECT A BANNER/SIGN ON TOWN PROPERTY

(This shall also be required of all Town of Randolph departments)

- Requirements:** Sign/banner shall be no greater than 4' x 8'
- Sign/banners may be erected for a maximum of 2 (two) weeks
- Removal must be completed by 6pm on the last day.
- The Town of Randolph may dispose of signage not removed by the deadline.

Organization/Department Name			
Name of contact person			
Address			
Telephone		Email	
What are you advertising			

SELECT LOCATION(S) AND SPECIFY DATES			
	LOCATION	Start Date (mm/dd/yy)	End Date (mm/dd/yy)
	Crawford Square		
	North/Pleasant Street		
	Mazzeo Drive		
	Canton St/ Reed Street		

- *The town may limit location requests if multiple organizations have the same requests.*
- *No banners or signs shall be erected or affixed to utility poles, flag poles, or posted at any location other than the above approved sites.*
- *No banners or signs shall be placed in any area in which the town has planted flowers and/or gardens to beautify the town (i.e. traffic islands, sidewalks, and parks), **unless specifically granted permission in writing from the Town Manager's office.** If no permission has been given, the banner/sign will be removed and disposed of by the Town.*

Signature of Representative for the Organization or Department:		Date:
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FOR TOWN MANAGER'S OFFICE USE ONLY	
Date form obtained from Town Manager's office (Form must be returned within 2 weeks of above date to secure requested dates)	
Date form returned to Town Manager's office	
Town Manager approval by:	