TOWN OF MANSFIELD
POLICY MEMORANDUM

To: All Citizens & Town Employees
From: Matthew W. Hart, Town Manager
Date: April 29, 2016
Subject: Posting of Materials on Bulletin Boards, Display Racks, and Display Cases in the Town Hall (Beck Municipal Building)

I. Purpose

The purpose of this Policy is to provide clarification and guidance to the public and staff regarding the posting of flyers, brochures and other materials on the hallway and meeting room walls, bulletin boards, display racks and display cases in the Town Hall (Beck Municipal Building).

II. Applicability

All citizens and employees wishing to post documents in the Town Hall are expected to comply with the provisions of this Policy.

III. Effective Date

This Policy shall be effective immediately and shall remain in effect until revised or rescinded. The Town reserves the right to modify posting requirements as necessary and amend this Policy.

IV. Bulletin Board and Display Locations

A review of the bulletin boards and display racks and display case in the Town Hall has identified a variety of intended uses:

A. Official Town Use

1. The bulletin boards and display racks outside of individual offices are for the use of those departments. All posted departmental materials shall be confined to those boards and racks.
2. The bulletin boards outside of the Town Clerk's Office are for the posting of agendas, legal notices and press releases by Town officials only.
3. The bulletin board between the entrances to the Council Chamber is for the display of artwork in accordance with the Art Display Policy for Mansfield Town Buildings dated February 25, 2008 as may be amended from time to time.
4. The display case in the main hallway is available to Town departments upon request to and review by the Town Clerk's Office.

B. Community Use

1. The display racks near the Town Clerk's Office and the Youth Services Office (identified as Bench News) and the bulletin board across from the Finance Department are available for the placement of information from non-profit civic and

service groups, governmental organizations, or organizations that promote a service, event, function or fundraiser that supports a non-commercial or non-profit entity serving residents of Mansfield.

2. The display case in the main hallway is available to non-profit civic and service groups, governmental organizations, or organizations that promote a service, event, function or fundraiser that supports a non-commercial or non-profit entity serving residents of Mansfield.
    i. Requests for display space must be submitted to and will be reviewed by the Town Clerk's Office. Requesters must use the form available at the Town Clerk's Office.
    ii. Art displays in the display case may also be considered in accordance with the Art Display Policy for Mansfield Town Buildings dated February 25, 2008 as may be amended from time to time.
    iii. The cases are not available for any political or religious displays. The display areas are not available for commercial use.
    iv. The Town reserves the right to limit the frequency, length, and placement of exhibits.
    v. Town departments will be given priority use for the display case for official Town use.

C. Wall Space

No postings are permitted on the hallway and meeting room walls of the Town Hall with the following exceptions:

1. Temporary postings on wall space during the course of a meeting or an authorized event are acceptable. If, however, temporary postings are left up after a meeting or event has concluded, they will be removed by Facilities Management or other staff.
2. Emergency procedures or legally required postings such as may be required by the Fire Code or State Labor laws.

V. Permitted and Non-Permitted Postings

A. In those areas where public postings are permitted on bulletin boards, posted materials shall be from governmental organizations, non-profit civic and service groups, governmental organizations, or organizations that promote a service, event, function or fundraiser that supports a non-commercial or non-profit entity serving residents of Mansfield.

B. Flyers, brochures, and displays which are the product of, or promote, or advertise companies, businesses or individual functions who cannot demonstrate the non-profit nature of their request are not permitted.

C. The Town assumes no responsibility for the possible damage or theft of any item displayed or exhibited.

D. The Town reserves the right to remove offensive/inflammatory materials.
The Town also reserves the right to remove posted materials that do not comply with this Policy.

E. Flyers, brochures and displayed materials posted by a non-Town department do not reflect endorsement or advocacy for any particular point of view by the Town of Mansfield.

F. Questions regarding the posting of brochures and flyers may be addressed to the Town Clerk's office.