

<b>SECTION:</b> Facilities/Property		<b>POLICY #:</b> FAC-002
<b>Date Approved:</b> October 24, 2011		<b>Civic Centre Marquee</b>
<b>Revision Date:</b>	<b>Review Date:</b>	
<b>Authority:</b> Report CAO-06-11		

**COVERAGE**

Administration – Civic Centre

**PURPOSE**

To define the parameters of use for the exterior marquee located at the Hanover Civic Centre, 341 10<sup>th</sup> Street.

**POLICY STATEMENTS**

1. Requests from or for the following, listed in priority order, shall be eligible for inclusion on the marquee at no cost:
  - Community encompassing Town of Hanover messages, proclamations and initiatives.
  - Significant events based at the Civic Centre, Civic Theatre and/or Public Library.
  - Significant events based at other facilities owned and/or operated by the Town.
2. The number of messages which appear at any given time is limited. The Town reserves the right to limit and/or manage requests based on the above priorities and optimum number of messages to be displayed.
3. Message content shall not include business advertisements or information of a significantly commercial nature.
4. Messages shall be included on the marquee for a maximum of fourteen days with fewer days possible, pending available space and/or timing matters.
5. Messages shall be kept to a minimum number of letters and lines at the discretion of the Town.

**PROCEDURE / GUIDELINES**

1. Complete a Marquee Message Request form and submit it to the Administrative Assistant/Deputy Clerk or contact him/her personally.
2. All requests will be processed by the Administrative Assistant/Deputy Clerk, based on the Policy Statements.

**CIVIC CENTRE MARQUEE REQUEST FORM**

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Group Name: \_\_\_\_\_ Date Received: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Request Period for Posting: From: \_\_\_\_\_ To: \_\_\_\_\_  
(maximum 14 days prior to event)

MESSAGE: (Please print clearly)

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**FOR INTERNAL USE ONLY**

Date Received: \_\_\_\_\_

Approved: Yes ☐ No ☐

Actual Period of Posting: From: \_\_\_\_\_

To: \_\_\_\_\_

Signature: \_\_\_\_\_