

HOLIDAY DISPLAY POLICY ON PUBLIC PROPERTY POLICY

Approved on December 4, 2023

The Acton Select Board (the “Board”) and the Town of Acton (“Town”) recognize and celebrate the diversity of the individuals of the community the Board has been elected to serve.

Policy Purpose

The purpose of the Holiday Display Policy is to ensure the Town has a welcoming atmosphere and does not result in the Town acting to advance or inhibit any individual religion, culture or ethnicity above any other, and ensures the Town provides equal access to private parties to use a portion of the below identified property for privately-sponsored Holiday Displays as outlined below.

Policy Directives

The Board may allow the placement of appropriate Holiday Displays, consistent with the holiday observed, on identified Town properties throughout the year at the request and sponsored by resident(s) or local organization(s).

These displays may be located at the following properties:

- On the lawn of the Red House, 468 Main Street.

Policy Requirements

1. The placement of Holiday Displays shall be on a first-come, first-served basis, and subject to Board approval.
2. All proposals and requests must meet applicable local, state and federal Zoning By-laws and Building Code requirements.
3. No Holiday Display shall be erected on Town-owned property without submitting a letter of request to the Select Board/Town Manager’s office and approval.
4. A letter of request for placement of a Holiday Display must be received at least 30 days prior to the date upon which the Holiday Display is proposed to be erected.
5. The letter of request must be accompanied by information as to the substance and size of the display, any proposed formalities to take place on Town property, and the proposed location, using the above listed public property locations.
6. Displays are permitted to remain on approved property no longer than 7 days after the identified holiday.
7. Displays are not permitted to have audio components (music, chimes, bells, etc.).
8. Displays must not leave residue or emit items onto property.
9. Lighting must not impact abutting residents, business, traffic, etc.

10. The duration for an approved Holiday Display shall be no longer than 30 days from setup.
11. The letter of request shall include an agreement by the applicant to indemnify and hold the Town harmless for damage to the Town's property as a result of the placement of the identified Holiday Display. This does not include vandalism or damage caused by others.
12. No disturbance of ground shall be allowed without written approval of the Town. An example is digging holes for footings/poles/etc.
13. Approved private Holiday Display's shall not be erected by Town staff or using Town equipment. Display requester must coordinate both setup and breakdown schedule with Town staff.
14. Access to approved Town property by private parties for erection of approved Holiday Display(s) shall be scheduled at least 48 hours ahead of time. This is limited to Town operating hours.
15. The Board may include any reasonable duration, manner and place restrictions, including size, on any Holiday Display approved pursuant to this Policy.
16. Any formalities associated with the traditions of the identified holiday display(s) will be allowed on Town property, with prior approvals.
17. Any Holiday Display shall not be erected or maintained in such a manner as to obstruct or interfere with the free and clear vision on any street or driveway or interfere with necessary operations of the town.
18. The requester must place visible signage (in accordance with Town by-laws) identifying the group/organization/individuals who are sponsoring the display and include contact information.
19. No generators shall be permitted for powering a Holiday Display(s).
20. The Town will not be responsible for any damage to displays related to winter maintenance activities (plowing, snow storage, sidewalk clearing, etc), vandalism, natural disasters, or other unforeseen circumstances.
21. Open flames/fires shall not be permitted at any time.
22. Live animals are not permitted to be part of a Holiday Display.
23. Management of Holiday Display shall be the responsibility of the sponsoring party. For example, any electrical or lighting requirements for approved Holiday Display(s) shall be the responsibility of the sponsoring party. Electrical supply may be accessed if available onsite.
24. The Board's approval of any Holiday Display is terminable at any time by the Town for any violation of this Policy or any other applicable law.
25. The Town of Acton is exempt from this policy.