

**Administration Building - Posting
of Posters/Advertising**

**Policy Number: 12/721.02 (03)
Adopted: Oct. 23/03**

WHEREAS various groups and organizations are always seeking permission to post various advertisements or posters in the Town Office advertising their events;

AND WHEREAS without some form of control as to placement; types and length of time the material will be left posted, the building entrance starts to appear cluttered and unkempt;

IT IS NOW THE POLICY of the Town of Lacombe that:

1. Only posters and advertisements promoting non-profit events or events for volunteer or non-profit organizations may be posted in the public areas of the Town Office.
2. Posters and advertisements should only be placed on the bulletin board located at the top of the front stairway on the southwest wall.
3. Posters must be date stamped and initiated at the administration counter with the date that they will be removed. It is recommended that material be posted for a maximum of two weeks unless circumstances warrant a longer period.

Mayor

DATE: October 23, 2003

Chief Administrative Officer

RES: 03-