

**TOWN OF HALTON HILLS
POLICIES AND PROCEDURES
RECREATION & PARKS DEPARTMENT**

SECTION: Arena	ORIGINAL ISSUE DATE:	DY 04	MO 11	YR 82	PAGE 1 OF 1
SUBJECT: Marquee Production	LATEST ISSUE DATE:	DY 07	MO 09	YR 04	POLICY # F-A001 (R)

Any special requests to have events or notices advertised on the marquee at the Mold-Masters Sportsplex, Acton Community Centre or Gellert Community Centre should be submitted to the appropriate Facility Supervisor, at least 30 days prior to the requested date of posting, using the Marquee Request form.

The marquee information must be clearly printed on the request form.

First priority for the use of the marquee is given to events being conducted within the facility. Second priority goes to the Recreation & Parks Department to promote its activities and programs. Order of priority beyond this will be: affiliated groups (profit and non-profit), local non-profit organizations, service clubs, and commercial organizations (providing events are related to recreation, arts, culture, sports or education).

No requests from commercial outlets will be entertained.

All groups beyond the third priority will pay a fee of \$10.00 to cover the costs of posting and removal of the message.

Messages after the third priority will not remain up for more that seven days.

All requests will be evaluated and prioritized by the Facility Supervisor. Any objections may be brought to the Manager of Facilities.

Forms for posting events on the marquee are available at the facility, Civic Centre or on the Town of Halton Hills website at www.haltonhills.ca.

Completed forms are to be forwarded to the Facility Supervisor for approval.

No message will be posted until the associated fee is paid or accounted for.

Town staff will post all approved notices.