

**City of Newburyport  
Community Posting Policy  
(revised June 2023)**

**Purpose:**

The City desires to provide space on public bulletin board(s) for local announcements that are non-commercial and inform the public concerning general health, educational, recreational, social and cultural interest to Newburyport citizens. The purpose of this policy is to establish guidelines for community postings in order to facilitate the sharing of information by Newburyport citizens, while keeping the limited bulletin board space available to the largest number of citizens and avoid postings which obstruct other postings or monopolize the limited space. This policy is content neutral concerning the viewpoints expressed in postings.

**Disclaimer:**

The City providing public bulletin board space is not an endorsement or approval of the content of any postings or events described in the postings. The City is not responsible for the accuracy of any statements contained in any postings. After the allotted duration for postings, all postings will be removed and destroyed. The City reserves the right, in its sole discretion, to remove, move, or eliminate any and all bulletin boards presently made available for public postings.

**Applicability:**

This policy applies to bulletin boards now available for public postings in Newburyport City Hall or the Newburyport Public Library, or any other future locations of public bulletin boards erected on City property.

**Guidelines:**

Any postings must be submitted in advance to ensure compliance with the following criteria:

1. Does not exceed 8 1/2 by 11 inches in size.
2. Does not concern commercial, retail, or personal advertising for sale of goods or services.
3. Contains an individual person's name and contact information (by email or telephone) as well as any related Organizational name and contact information.
4. Contains the date posted.
5. Is posted no more than 45 days in advance of the event described in the posting.

**Limitations on Postings:**

1. Postings may remain on a bulletin board no longer than 60 days from the date of posting.
2. No more than one posting per bulletin board may be made concerning a particular event or matter of interest by the same person or organization

3. Commercial notices, solicitations, business cards, job postings and retail advertising are not permitted.
4. Personal notices of items for sale or services are not permitted.
5. Personal solicitations for fundraising is not permitted.

Severability:

If any part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word in this policy is declared invalid by a court of law, such invalidity shall not affect the validity or enforceability of the remaining portions of the policy.

City Contact Persons:

Questions concerning this policy and submission of postings may be made to the following persons during normal business operating hours:

- (a) City Hall Bulletin Boards: Mayor's Office;
- (b) Public Library Bulletin Boards: Library staff.