



**Castleton Recreation and Activities Center
47 Mechanic Street, Castleton, VT 05735
(802) 671-8303**

1. Purpose

The purpose of this policy is to ensure that bulletin boards located at the Castleton Parks and Recreation Activity Center are used in a **manner that supports the mission, programs, and activities of the Castleton Parks and Recreation Department, and to maintain an organized, welcoming environment for community members.**

2. Applicability

This policy applies to all individuals, organizations, and groups seeking to post materials on bulletin boards within the Parks and Recreation Activity Center located at 47 Mechanic Street, Castleton, Vermont.

3. Posting Requirements

1. Permitted Content

- Only fliers, posters, notices, or other advertisements directly related to **Castleton Parks and Recreation programs, events, or department-sponsored activities** may be posted.
- **All other materials must receive approval and be officially stamped by one of the following:**
 - **Parks and Recreation Program Coordinator and Facilitator**
 - **Town Manager**
 - **Town Office Manager**

2. Prohibited Content

- Materials **may not** contain:
 - **Political campaign materials or political messages**
 - **Offensive, vulgar, or discriminatory language**
 - **Promotion of social justice programs, social agendas, or advocacy unrelated to Parks & Recreation department activities**

3. Size and Format

- **All postings must be of reasonable size so as not to overcrowd the bulletin boards. The Town reserves the right to deny or remove materials that exceed appropriate dimensions or impede the readability of other postings.**

4. Posting Duration and Maintenance



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1. **Town staff will review bulletin boards weekly.**
2. Outdated, unapproved, or inappropriate materials may be **removed at any time by Town staff without prior notice.**
3. Approved postings may remain up until the conclusion of the related program or event, unless removed earlier due to space limitations or policy violations.

5. Enforcement and Violations

1. **Any individual or organization that posts materials without proper approval or that violate this policy will be notified when possible, and the material will be removed.**
2. **More than one violation of this policy may result in the individual or organization being prohibited from posting any future materials on bulletin boards at town facilities.**
3. **The Town of Castleton reserves the right to take additional administrative action if needed to ensure compliance.**

6. Authority

This policy is issued under the authority of the Town of Castleton and administered by the Castleton Parks and Recreation Department.

7. Effective Date

This policy becomes effective April 1, 2026