

Rules for the Charlton Community Sign Board at Bond Square

- 1.0 **PURPOSE:** This policy shall define a procedure for the use of the Charlton Community Sign Board which is under the control of the Board of Selectmen.
- 2.0 **Use and Duration**
- 2.1 The following groups may make use of the Community sign board;
Municipal
Civic
Fraternal
Youth Activities
Scouts
- 2.2 The following are prohibited from the use of the Community sign board;
Political Advertisement
Commercial Advertisements
- 2.3 All signs displayed in front 5 Main Street after the enactment of this policy will comply with the requirements contained herein.
- 2.4 Political or candidate standalone signs may be erected for a period of 21 days prior to the election and removed within 5 days after the election and be no larger than 32" by 24". These signs must be placed in such a manner that does not obstruct the Community Sign or interfere with traffic sight lines.
- 2.5 The Town of Charlton reserves the upper spaces for its use as needed.
- 2.6 Duration of Posting will be a maximum of 21 days before the event and remain a maximum of 5 days after the event or sooner if the space is needed.
- 3.0 **Sign Construction and format**
- 3.1 Sign panels are approximately 60" by 21" white in color. Blank aluminum panels are available from the Town of Charlton for purchase at \$25 each, once purchased the panel will be the property of the organization.
- 3.2 Alternately signs fabricated from 4mm white corrugated plastic sheets no larger than 60" by 21" may be provided by the organization.
- 3.3 Lettering and graphics is the responsibility of the organization. The background of the panel will remain white. Lettering will be Times New Roman Bold font, black in color. It is recommended that 3" or taller letters be used. The lettering, logos, and graphics shall maintain a neat and orderly appearance. Logos may be in colors consistent with the organizations normal logo color scheme.
- 3.4 Any sign determined to be offensive may be removed at the direction of the Town Administrator. Appeal of the Town Administrators decisions will be to the Board of Selectmen.
- 3.5 Installation and removal of the sign panels will be the responsibility of applicant. Applications will be made to the Inspectional Services office and will be approved on a first come first serve basis except for Town events which have priority.
- 3.6 Installation and removal of the sign panels will be the responsibility of the organization. Failure to remove the sign panel within the designated times may result in the ability to use the community sign board in the future.
- 3.7 The Town of Charlton will not be responsible for missing or damaged sign panels.
- 4.0 **Application**
- 4.1 Application will be on forms provided which will include the organizations name, responsible party, contact information, date of the event, proposed wording and layout of the sign panel. The applicant will sign the application acknowledge that the Town will be held harmless.

Charlton Community Sign Board

Application

Organization name _____

Affiliation: ___Municipal ___Civic ___Fraternal ___Youth Activities ___Scouts

Authorized/contact person: _____

Phone _____ **E-mail** _____

Date of the event _____

Proposed wording:

I, _____, upon this application, so do declare that it will be my responsibility to install and remove the sign and further, I fully release the Town from any responsibility including lost, damaged and stolen signs.

Signature: _____ **Date:** _____

Return applications to the Board of Selectmen's Office.

SAMPLE SIGN AND LETTERING:





CHARLTON
EVENTS

Blueberry Fest
FAMILY FUN DAY
CAAC - 4 Dresser Hill Road
Saturday August 8, 10am - 4pm

 **Charlton Can Sing**
Kontest - Cash Prizes
Must Register 508-612-0293
Tryouts July 26, 11am - 1pm
CAAC - 4 Dresser Hill Road

An Eagle Scout Project
Boy Scout Troop 165