



# Fire Station Sign Board Use Policy

Boxborough Select Board  
Town of Boxborough, MA

## Intent and Purpose

The purpose of the Policy is to manage the use of the 4' x 8' sign Board located at the Boxborough Fire Station.

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## Allowable Sponsors

It is the policy of the Town of Boxborough that only municipal sponsors of Boxborough community, Acton Boxborough Regional School District activities; regional/ collaborative organizations of which Boxborough is a member or non-profit, charitable sponsors may request to use the sign board located at the Fire Station. Example of community activities include: Fifer's Day, Sargent Memorial Library Fundraising Drives, Regional School activities, Garden Club, Town Meeting and election announcements, etc. Examples of uses that are not allowed are those promoting candidates for office, political positions, ballot questions, or those advertising products or services.

Signs related to municipal activities will have priority, e.g., Town Meeting, Holiday Tree Lighting.

## Approval Authority and Process

The Select Board has delegated approval authority to the Town Administrator and/or Town Administrator designee. Before making a request, sponsors must read the Fire Station Sign Board Use Policy on the Town website [boxborough-ma.gov](http://boxborough-ma.gov) or request a copy from the Town Administrator's office.

Sponsors should contact the Town Administrator or designee.

Sponsors may apply up to six (6) months in advance of the requested installation date. Requests filed less than fourteen (14) days prior to the requested installation date will not be accepted.

The Town Administrator will act on requests within two (2) weeks of receipt. Space is limited and requests will be reviewed and approved on a case by case basis.

Signs can be hung for no longer than a two-week period.

Sponsors can request approval for signage related to a certain activity more than once in a calendar year. The second and subsequent requests will rank in priority behind other sponsor's requests to hang a sign for the *first* time that calendar year.

There are 2 sides to the sign board:

- a) East (facing Acton)
- b) West (facing Harvard)

The sponsor can request one side or the other or express no preference. If the requested side is not available, the sponsor will be offered the option of placement on the other side, if available.

A sign can be hung only on one side of the sign board at a time unless otherwise allowed on a case by case exception basis.

### Cost

There is no cost for use of the Fire Station sign board.

### Liability

The Town assumes no liability related to use of this sign board or for damage to the sign itself. The Town shall not provide any services pursuant to this Policy for the installation or removal of signs.

### Installation and Removal

The sponsor is responsible for providing, installing and removing signs. No Town personnel will provide any services.

The dimension of the sign cannot exceed the 4' x 8' size of the board itself.

When affixing the sign to the board the sponsor cannot use any nails, screws, tack, or staples to secure it.

The sign shall be removed by the sponsor at the end of the approved two-week period or within 48 hours of the event whichever is applicable.

*This is a new policy.*