

TOWN OF OTISFIELD

SIGN USAGE POLICY

This policy is in reference to public usage of the large wooden sign outside of the Town Office and the sign on the Community Hall building.

Any resident of the town may make use of the sign to advertise for a local fundraiser, church supper, school event, etc. Sign letters are located in each building. You will be informed as to where and when to pick the letters up.

You are responsible for putting the sign up and taking the sign down. The sign letters need to be taken down within two days after the advertised event. Also the letters need to be wiped off if wet and put back in alphabetical order in the file as they were found. If using the sign at the Community Hall, the sign light needs to be shut off after use.

Please fill out the information below to request use of either signs.

NAME

ADDRESS

PHONE

NAME OF ORGANIZATION ADVERTISED

Date to advertise function Date to remove letters

(2 days after event)

APPROVED:

Town of Otisfield employee

Hal Ferguson Rick Micklon Lenny Adler

Adopted 9/4/13