



## **Town of Hubbardston**

### **INFORMATION CENTER SIGN POLICY**

This policy outlines procedures and guidelines for the use of the Information Center located at Clark's Corner on Main Street.

- All use must be coordinated through the town's Executive Assistant acting on behalf of the Hubbardston Board of Selectmen
- In the case of multiple requests, event advertising will be limited to five days prior to an event. In all cases Town Government shall have priority for sign usage
- Both sides of the information center sign are available for use
- The requesting organization is responsible for all content and for displaying/removing the sign letters
- All event messages must fit within the 4x4 frame
- All events are displayed at the discretion of the Board of Selectmen

All town departments, boards, committees and commissions have access to the Information Center and will be granted priority.

All town organizations and businesses have access to the Information Center at the discretion of the Board of Selectmen. All organizations and business must be registered in the Town of Hubbardston and compliant with all federal, state and local laws.

The following will not be allowed to be displayed at the Information Center:

- Political statements or promotions
- Individual listings/sales
- Lost items/animals
- Yard sale signs
- Personal references
- Non-Hubbardston businesses and events
- Causes of religious content