



RECREATION DEPARTMENT

388 PLEASANT STREET, SOUTHTON, CT 06489

RECREATIONDEPT@SOUTHTON.ORG; (860) 276-6219

WWW.SOUTHTON.ORG/DEPARTMENTS/RECREATION

DAVID A. LAPREAY
*Director of Recreation,
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Administrative Assistant

COMMUNITY SIGN INSTALLATION REQUEST

Date of Application: _____ Date of Event: _____

Name of Organization: _____

Name of Contact Person: _____

Address: _____

Phone Number (Home/Main): _____ (Business): _____

Date of Installation: _____ Date of Removal: _____

Event Description: _____

DIMENSIONS: Sign boards are 2 feet high by 8 feet wide; 1/8 inch thickness. If you are having a sign made privately, the board material must be sturdy enough to withstand wind gusts.

DESIGN: Allow for borders of 4 ½ inches on each side and ½ inch on the top & bottom in order to clear the holding frame. An all-white background is preferred but not mandatory. If using a pre-cut sign board obtained from the Highway/Parks Department, only paint may be used to design your sign; stick-on/vinyl letters and numbers are prohibited as the boards will be painted over & reused.

INSTALLATION: Approved weeks run from Sunday to Saturday. Each organization is responsible for installing and removing its own sign. Signs should be inserted into the first available space. **DO NOT MOVE OTHER APPROVED SIGNS.** If there are no open spaces & you must remove a sign for an event whose time has expired, please place it on the ground behind the sign board. The schedule of approved signs/installation dates is posted on the Recreation Department's website at: www.southington.org/departments/recreation/signboard.php

REMOVAL: Each individual event may have a sign displayed for a maximum of 2 weeks and must be removed on the date specified. If this is an **ANNUAL** event, please make sure you remove and **KEEP** the sign. The Town will not be responsible for saving and storing the sign.

STIPULATIONS: This is a community sign board for local, non-profit use only. The Director of Recreation and/or the Parks & Recreation Board Commissioners have the right to reject any advertisement not meeting these standards. Any violation of the above rules will jeopardize future use of this privilege by your organization. **If your event is cancelled or you no longer wish to utilize your reserved space, please notify the Recreation Department office at 860-276-6219.**

SIGN PICK-UP: Call the Highway/Parks Garage (DellaBitta Dr.) at 860-276-9430 to arrange a date/time when you may pick up a blank sign board. Garage office hours are Monday-Friday, 7:00 am – 3:30 pm.