

**TOWN OF GUILFORD  
APPLICATION TO PLACE SIGN ON GREEN  
(File with Selectmen's Office)**

- (1) NAME OF ORGANIZATION \_\_\_\_\_
- (2) PURPOSE OF ORGANIZATION \_\_\_\_\_
- (3) PERSON RESPONSIBLE FOR SIGN \_\_\_\_\_
- (4) ADDRESS \_\_\_\_\_
- (5) HOME PHONE # \_\_\_\_\_ CELL PHONE # \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_
- (6) ACTIVITY/EVENT \_\_\_\_\_
- (7) DATE OF ACTIVITY/EVENT \_\_\_\_\_
- (8) REQUEST FOR SIGN PLACEMENT \_\_\_\_\_  
*(May be placed no more than Two (2) weeks before the event)*
- (9) ARE YOU CHARGING FOR SERVICES/PRODUCTS/ OR ADDMISSIONS AT THIS  
EVENT?  
\_\_\_\_\_ YES      \_\_\_\_\_ NO

*(The Town will require all applicants to use a sandwich board sign that will not exceed 43 inches in height and 26 inches in width and a display area no greater than 34 inches in height and 24 ¼ inches in width. The Town will try to make available a sandwich board for placement of your sign, if you do not have one. All signs are to be affixed to the Town sandwich board by Velcro. )*

*(The town now requires that all applications advertising fundraising events by any agency (for profit and non-profit) must be accompanied by a \$50 fee, two checks payable to The Town of Guilford. \$25 of this fee will be refunded upon removal of sign in the given time frame, return of your sticker and or return of Town supplied sandwich board in the allotted time frame. Upon acceptance of your application you will receive a sign placement sticker that must be placed in the lower right hand corner of your sign, failure to display this sticker will be cause for removal of your sign)*

**RULES AND REGULATIONS FOR PLACEMENT AND REMOVAL OF SIGNS ON THE  
GUILFORD GREEN**

Permission must be obtained from the Selectmen's Office before a sign may be placed on the Green, as per "Town of Guilford Policy Regarding Placement of Signs on Green" as amended by the Board of Selectmen, February 2, 2015 (on reverse side of application). All signs must be removed the day after the event has taken place, and sticker and sandwich board returned to the Selectman's office. If a sign remains after one weeks, the Town will have it removed and the \$25 refundable portion of the fee will be forfeited. Any holes left after removal of the sign must be properly filled in.

The undersigned agrees to the above Rules and Regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

TOWN OF GUILFORD  
POLICY REGARDING PLACEMENT OF SIGNS ON GREEN  
(As amended by the Board of Selectmen, February 2, 2015)

No sign may be placed on the Green without the approval of the Board of Selectmen pursuant to the requirements described herein:

1. An application must be submitted to the Board at least four (4) weeks prior to the intended erection of the sign.
2. The application for a sign advertising a fundraising event by any agency (profit and nonprofit) must be accompanied by a \$50 fee, two checks payable to the Town of Guilford. \$25 will be refunded upon removal and or return of the town supplied sandwich board and sticker in the allotted time frame. Applications not accompanied by payment will not be considered until payment is received.
3. A sign placement sticker must be displayed on the lower right hand corner of your sign, failure to display sticker will be cause for removal of your sign.
4. The Town will require all applicants to use a sandwich board sign that will not exceed **43** inches in height and **26** inches width and a display area no greater than **34** inches in height and **24 ¼** inches in width.

The Town will make available a sandwich board for placement of your sign, if you do not have one. All signs are to be affixed to the Town sandwich board by Velcro. Town signs will be available through the Office of the First Selectman.

5. No lighting is permitted. No sign may contain any moving parts.
6. Applicants must represent a civic or non-profit organization servicing and benefiting the citizens of Guilford.
7. The sign may be erected no more than two weeks before the event and must be removed within 24 hours after the event. If a sign remains two (2) weeks after the event's conclusion the Town will remove the sign and the \$25 refundable portion of the fee forfeited.
8. Signs may be placed at the north end of the Green only in the designated area.
9. Each organization will be allowed no more than one sign at a time.
10. A total of no more than six (6) signs will be allowed on the Green at any one time.

Exceptions to the above policy may be made by the Board of Selectmen in requests involving unusual circumstances or instances where the granting of an exception will fulfill an overriding community interest or need.