



# Guidelines for use of Memorial Park Sign Boards

- It is the Trustees policy that
  - Events can be booked within a one-year time frame.
  - The boards are used by non-profit organizations.
    - A Needham non-profit organization has preference.
  - The boards can only be used for events, not for increasing membership.
  - Use is typically allotted in one week blocks.
  - An organization can book up to 3 uses in a calendar year; however if 3 weeks has passed, an organization can book the board, pending availability.
- Trustees reserve the right to allow usage of the small board on the day of an event for an event not being currently displayed (i.e. Legion Baseball).
- Use existing hardware on signboard to affix your sign. Please do not use
  - Nails
  - Screws
  - Staples
  - Tacks
- If prior sign is still in board, it can be removed and placed behind the sign, so the new schedule can start.
- Signs must be 1/8" thick to display on signboards (can be made at Fast Signs)
- Once approved, the Memorial Park Trustees Sign Board calendar on the Town's website ([www.needhamma.gov](http://www.needhamma.gov)) will be updated.