

Town Sign Policies

The following are the policies for the usage of the Town signs that are located at both entranceways to the community (St. Philip's side and Portugal Cove side):

1. Request for usage of the Town sign will be facilitated by the Department of Recreation and Community Services.
2. Request for the usage of the Town sign must be submitted in writing, by fax, or via email. Request will not be taken over the phone. This will ensure that all requests are accurate.
3. Town sign can ONLY be utilized by non-profit organizations and service groups. Businesses are not permitted to use the sign.
4. The Town sign can be utilized by a group for a minimum of one week and a maximum of 2 weeks; unless time or weather does not permit changes.
5. Town events or notices get priority over all other groups for usage of the sign.
6. Birthdays, anniversaries, or other private events/functions will **not** be permitted on the sign.
7. Sign users must be in or have affiliation with the Town of Portugal Cove – St. Philip's.
8. The notice will have a maximum of 5 lines with the maximum of 15 characters.

Any further decisions regarding the sign will be directed by the Recreation and Community Services Committee.