



**Auburn Fire Rescue Department**  
**47 Auburn Street**  
**Auburn, Massachusetts 01501**  
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**[www.auburnmassfire.org](http://www.auburnmassfire.org)**



**Stephen M. Coleman Jr., MPA**  
**Chief of Department**

### **Information Center/Electronic Community Sign Policy**

The Town of Auburn Fire Rescue Department has an Information Center/Electronic Community Sign located in front of Fire Headquarters at 47 Auburn Street to display information and events that may be of interest to residents.

The Fire Rescue Departments policy on the Information Center/Electronic Community Sign is as follows:

- Only not-for-profit organizations can post information related to their own not-for-profit event or service (i.e. fundraising events, workshops, programs or services available to residents).
- No information or events promoting private for-profit business may be posted (i.e. merchandise, services, promotional events, etc.)
- Organizations must submit their requests electronically in writing to the fire rescue departments Administrative Assistant. That address is [communitymessagecenter@town.auburn.ma.us](mailto:communitymessagecenter@town.auburn.ma.us)
- The exact wording of the message, the start and end dates the message will appear as well as a name and phone number for a contact person must be written in the e-mail. If there is a problem with the message or it's formatting you will be contacted.
- Organizations should not assume that their message will automatically appear on the Electronic Community Sign if they have not confirmed it with the departments Administrative Assistant in writing.
- The Fire Rescue Department may request proof of non-profit status of an organization requesting to use the sign.

Stephen M. Coleman Jr.  
Chief of Department

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