



Civic Space Business Board Policies and Standards

February 2026

The Town of Superior (Town) operates the Civic Space in Downtown Superior as a community space and event space. The Superior Civic Space is open to the public and located in Downtown Superior at 2250 Main Street.

Purpose

The purpose of the Business Board is to support the Superior business community by providing a space to post sales, events, new business announcements, etc. for community members and Superior visitors to see.

Policies

Only valid Superior for-profit businesses currently operating in the Town of Superior are eligible to post items to the Business Board. Materials posted by any business not located in the Town of Superior will be removed and discarded.

Individuals not associated with a valid business are not permitted to post materials to the Business Board. This includes residents and individuals looking to sell goods or provide services that are not associated with a valid for-profit business (selling hobby materials, dog-walking/babysitting for additional spending money, etc.). Materials posted by any individual not associated with a valid Superior based business will be removed and discarded.

In fairness to the Superior business community, Superior businesses may only post one (1) item at a time on the Business Board.

In fairness to the Superior business community, the Town may control the frequency with which materials may be posted by the same business.

Materials posted to the Business Board can remain posted no longer than four (4) weeks from the date of posting. It is the business' responsibility to remove the materials from the Business Board at the end of the designated period.

False, misleading, deceptive, or disrespectful materials are strictly prohibited.

Posting information of illegal, criminal, or discriminatory nature is strictly prohibited.

Material Standards and Restrictions

Material content must be business related - highlighting sales, events, new business announcements, etc. Business cards are not permitted.



All materials posted must contain the name, business contact information, and location of the business.

All materials must be attached to the board. The Town will discard any materials left by a business not attached to the Business Board.

Material content must be appropriate for all ages to view.

In fairness to the Superior business community, materials can be no larger than 8.5in x 11in. Exceptions may be made based on available space on the Business Board at the time of posting. If additional space is needed after posting the larger materials, those larger materials will be removed to make space for additional business postings.

Disclaimers

Town staff reserve the right to remove materials from the Business Board without notice if found to violate the Business Board policies, when they are no longer timely, or when space is required for more current items.

The Town assumes no responsibility for the preservation or protection of any materials.

Posting of materials on the Business Board does not indicate Town of Superior's endorsement of the ideas, businesses, content, or events promoted by those materials.

Contact

For any questions, concerns, clarification, or comments please reach out to the Town's Economic Development Manager:

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