


<b>First Unitarian Universalist Church Columbus, Ohio</b>		
<b>Chapter:</b> V. Property and Facilities		<b>Source:</b> Arts and Space Committee
<b>Title:</b> Guidelines for Posters, Displays, and Permanent Items on Walls		
<b>Approved by:</b> Board of Trustees		<b>Date Approved:</b> 1/29/05
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**A. Policy:**

The church is our spiritual home, and as such, reflects our artistic and aesthetic sensitivities. It is important that we establish some guidelines governing how art and posters, communication bulletins and announcements are displayed throughout the church. All displays and permanent items hung on walls will be exhibited with attention placed to the safety of all individuals as well as to the maintenance and aesthetics of the physical building structure. Consideration is given here for fair access to communication within the church by every group and cause.

**B. Definitions:**

Table: card table, but in cases can be a larger rectangular or banquet table

Easel: stand or frame for supporting or displaying a poster

Poster: limited to standard 3' x 4'5" poster board or gypsum board; any construction built out around the outside of the poster that may extend the overall dimensions is prohibited

Display: generally one table with one or two chairs, possibly adjacent to an easel or display; accompanied by person(s) representing the activity, available to answer questions

Promotional Display: display advertising an activity or event to take place at a specific time and location

Permanent: objects, art, plaques, signs, etc. which the Arts and Space Committee has approved to be mounted permanently or for an extended period of time, or items required by statute, law, or safety regulations--this policy refers only to the former.

Church Related: sponsored by church committee or relational group; some committees have multiple interests under their purview, such as the many initiatives of the Social Justice Committee

Non-Church Related: secular, not sponsored by any active church committee or relational group, conducted by groups outside the church, conducted solely for the benefit of the event's organizers, and scheduled by members not related to church activities

Church Wide: the annual church calendar recognizes several major church-related events or groups for which regular scheduling is reserved each year; some of these are the Rummage Sale, Annual Pledge Drive, Auction, and Spring Art Show

**C. Procedure:**

1. In General

- a) Promotional displays for church related, church wide events (e.g., Rummage Sale, Auction, Congregational Meetings) may be exhibited throughout the building. These displays may be set up three days prior to the activity and may stay up for the duration of the activity. Displays must then immediately be removed immediately following the event. If they are not removed, the church staff will be at liberty to dispose of them.
- b) Displays for non-church wide events (e.g., regular lunches, forums, other meetings) may be set up the day of the event, in the room where they are to be held. Events should be listed on the

main kiosk so attendees know where the event is taking place. Again, the organizer must remove any display as soon as the event is concluded.

- c) Promotional displays for non-church related activities may not typically be displayed within the church. The Arts and Space Committee or Church Administrator may give exceptions to certain groups or events, but displays are limited to the room and time where and when the activity is taking place.
- d) Each display must be exhibited in a manner that does not pose an impediment to normal traffic flow within the church.
- e) The Arts and Space Committee must authorize permanent items that are to be hung on church walls. This committee will be responsible for determining the location and manner of item placement. In certain cases, the committee may give final responsibility of the item(s) to other individuals (e.g., Director of SYC in SYC-devoted areas of the church).

## 2. In the Gallery

- a) Three easels will be available for use at any one time. These are reserved for notices of church wide events. Chairpersons of such events should reserve easels in the church office. The annual church calendar, developed annually by Church Council, will be used as a general guideline for what notices are posted. Posting of other church related events may be allowed if no conflict exists.
- b) Maximum size of posters is 22" x 28"; suggested size is 22' x 14".
- c) Posters without easels may be displayed in the Gallery, but only on the Kiosk. Poster dimensions are limited to 24" wide and 72" high. Care should be taken not to obstruct other posters or announcements. Contact information should be posted on the back in the event church staff need to contact organizers.
- d) Posters of upcoming church-sponsored events may be displayed for a maximum of two weeks prior to the event and must be removed immediately following the event. Notices of committee meetings, ongoing programs, food sales, and the like should be dated on the back (both the up-date and the down-date) so they can be removed in a timely fashion.
- e) Poster size exceptions should be decided on a case by case basis. The Arts and Space Committee chair should be contacted to request a poster size exception at least two weeks ahead of the event. Largest exception poster size is 32" x 40".
- f) Displays in the Gallery are discouraged. Exceptions must be authorized by the Arts and Space Committee or Church Administrator.

## 3. In Fellowship Hall

- a) Any committee may use one of the available easels; there may be two posters on an easel, sizes to conform to the Gallery specifications, one large and one small. At times, one committee may be allowed to use two easels. Exceptions must be made by the Arts and Space Committee, Church Council, or the Church Administrator.
- b) All books for sale must be located in the bookstore. The Bookstore Committee chair will make all final decisions regarding book selection and sale.

(see policy on Sunday Use of Fellowship Hall and Rooms A and B)

## 4. In the Back Window Hallway

- a) Posters in this hallway are limited to the bulletin boards on announcement wall. No displays or easels are allowed in this area.
- b) Poster size should be appropriate to the space available on the bulletin boards.
- c) The two-week limit applies; up-dates and down-dates should be on the back of each piece.