

## First Parish Brewster Unitarian Universalist Policy

**Policy Title:** Temporary Signage

**Revisions:** New

**Policy Number:** 6.2

**Board Review:** 17 May 2018

**Purpose:** To describe the procedures for temporary signs on the FPBUU grounds

**Congregations' Review Period:** 24 Apr 2018

**Effective Date:** 1 Jul 2018

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### POLICY STATEMENT

This policy establishes the procedures for placing temporary signs on the FPBUU grounds. Permanent signs are not addressed in this policy except for the management of the Wayside Pulpit which contains revolving inspirational messages. Changes to permanent signs are very infrequent and managed by the Board of Trustees or its designate.

### PROCEDURES

1. Temporary signs on church grounds shall advertise events at FPBUU that are open to the public.
2. The town of Brewster allows only one temporary sign at a time on the property and it can only be used within a week of the event.
3. Each year the administrator requests an exception from the town of Brewster to allow the Puppets and Juggler sign to be up in the months of July and August.
4. Requests for temporary signage should be sent to Tavia Ossola who is in charge of coordinating the temporary signage.
5. Since only one sign is allowed at a time, if more than one group asks for a sign at the same time the first to request will be granted the sign, unless a group has special priority specified by the Minister or Board of Trustees.
6. The Wayside Pulpit is to be used as a roadside sign with a welcoming or uplifting quotation. Quotes provided by the UUA website will be used. Any messages from alternate sources must be approved by the Minister before being displayed in the Wayside Pulpit.
7. Wayside Pulpit quotations are changed on a regular basis, typically monthly. The selection of a quote is done by the Minister or the Minister's designee.

## **GUIDELINES**

## **STANDARDS**

## **DEFINITIONS**

No definitions are recommended at this time.