

# Dundas Street Centre United Church Policy Manual

## Section: D. Facilities

### Title: **Signage**

Policy #: D-02

Approved/Amended: Apr. 9, 2009; May 10, 2014

Referral Committee: Property

#### **Purpose**

This policy is created to control and manage all signs, notices, posters, etc. which are on display on the premises of Dundas Street Centre United Church (DSCUC).

#### **1.Wayside Pulpit**

The wayside pulpit accommodates five lines of text. The top line will be set to read "Sunday Services" and acts as a title. The next two lines will be used by DSCUC and the following two lines are made available to Metropolitan Community Church. The second and fourth lines should remain fixed and describe the service times of the two churches respectively. The third and fifth lines are variable and may be changed with the appropriate approvals. For DSCUC, the variable line will be approved by the Worship Committee in consultation with the minister.

#### **2.External Signs**

External signs refer to signs outside the building, on the exterior of the building, or on windows visible outside excluding 1. above. Such signs may be permanent or temporary. Any permanent sign must have the content and location approved by the Unified Board. Metropolitan Community Church may post an external sign in an appropriate location when its services are in progress and for special events. Temporary signs announcing events or giving directions may be placed by the appropriate organizing group. All content should reflect the appropriate image of DSCUC.

#### **3.Internal Signs**

Internal signs refer to any sign, poster, notice, etc. posted inside the building other than on the bulletin boards. Such signs may be permanent or temporary. Any permanent sign must have the content and location approved by the Property Committee. Temporary signs announcing events or giving directions may be placed by the appropriate organizing group. All content should reflect the appropriate image of DSCUC.

#### **4.Bulletin Boards**

1. A contact person for each notice board will be assigned according to the table in

Appendix A; each board will be clearly labelled as to function.

2. A durable attractive background should be used for the notice board.

3. Borders for the notice boards are optional.

4. As a general guideline, the contact person for each notice board will be responsible for postings and take-down and general maintenance. Church activities should get priority and events outside DSCUC (i.e. other churches or venues) should be posted on the appropriate notice board if space is available. (Always check with the contact person for that notice board).

5. The Unified Board will determine which bulletin boards are assigned to which groups. Any proposed changes must be presented to the Unified Board for approval.

6. Special event sign-up posters and ticket sales must be located in the Sunday School Auditorium to facilitate traffic flow and fire safety regulations. Notices to this effect can be posted in big letters on the "Coming Soon Events" board (e.g. GET YOUR AUCTION TICKETS\_AT COFFEE TODAY!).

### **5.Overall Responsibilities**

In all cases of temporary signage, the person or group placing the sign must remove it in a timely fashion. Any permanent signs or bulletin board notices not appropriately authorized may be removed by the authorizing committee or contact person.

If any member of the congregation has a concern or objection to the content or location of a sign they should raise their concern directly with the event sponsor (if any) first and if not satisfied with the outcome may refer their concern to the relevant approval committee or Board referred to in each item above. The committee will consider any such complaint and render a decision. In any matter of dispute, if necessary the Unified Board will be the ultimate arbiter.

**Appendix A**

**NOTICE BOARDS AND THEIR CONTACTS FOR MAINTENANCE**

<b><u>Group or Purpose</u></b>	<b><u>Notice Board Location</u></b>	<b><u>Contact Person</u></b>
CE&D/Sunday School	Rm 37, S5, Aud. West wall	Sunday School Coordinator
Kitchen Health & Safety	Kitchen	Board Designate
Unified Board	Auditorium east wall	UB Chair/Secretary
UCW	Auditorium east wall	UCW Chair
Outreach Notices	Auditorium east wall	Outreach Chair
Thank You's	Auditorium east wall	Membership Chair/congregation
Currently unused	Hall by the Parlour	
MCC	Main Hall	MCC
Music	Main Hall	Music Director
Worship	Main Hall	Worship Chair
Coming Soon Events	Main Hall	Board Chair/congregation
Welcome	Portable in Narthex	Membership Chair
Staff	Church Office	Secretary
Custodians	Custodian/Cloak Room	Charge Custodian
Good Samaritan Cupboard	Rm 11, 12, Basement Hall	Good Sam Designate
Choir	S7	Music Director/Choir Designate
MP Resource Centre	S1-S4, Hallway	MP Resource Centre