



KNOWING, LOVING, SERVING

Bethel United Methodist Church Signage Policy

On behalf of the Building Enhancement Committee, a subcommittee of Bethel United Methodist Church Trustees this signage policy further defines the Trustees Facility Usage Guidelines Policy §II.C. This policy is effective as of October 22, 2014 for all buildings/property associated with Bethel United Methodist Church (BUMC). The policy may be reviewed and/or updated at the discretion of the Building Enhancement Committee (BEC).

Temporary or Event Driven Signage:

For purposes of this document, *temporary or event driven* signage refers to any and all flyers, bulletins, notices, posters, papers, artwork, and other items displayed on church property for any length of time.

- 1) All outdoor signage on BUMC property must be approved by the church office &/or the Building Enhancement Committee. We strongly encourage designs and locations be submitted for review prior to printing. Signage ready for posting should be submitted to the church office at least two weeks prior to the date of desired posting. Exceptions to timeline must be approved by the Pastor or the BEC.
- 2) Interior signage for all areas other than Preschool and Sunday School classrooms and accompanying designated hanging areas must be approved by the church office &/or the Building Enhancement Committee. To obtain approval, submit desired signage to the church office at least two weeks prior to the date of posting. Exceptions to timeline must be approved by the Pastor or the BEC.
- 3) Requested postings to the bulletin board between the Sanctuary and Church Administrative office should be submitted to the church office, at least one week prior to the date of desired posting. Postings for this area will be reviewed by the Pastor &/or Director of Christian Education and posted at their discretion.

Once approvals are obtained as prescribed above, all *temporary or event driven* signage on BUMC campus must meet the following guidelines:

- Items must be placed on bulletin boards (using thumbtacks or staples) or hanging strips allocated to each classroom
- Only removable adhesive strips or tabs may be used on walls and woodwork. Non-removable tapes such as scotch, masking or duct cannot be used as they may damage surfaces.
- Thumbtacks may not be used on any surface not designed for thumbtack usage (i.e. bulletin boards).
- No items should be placed on windows. This includes sticky notes, window clings and artwork.
- Items posted on entrance doors must be placed in/on designated display holders available in the church office.
- Acrylic holders outside each classroom (in the Education Building) will designate the group/class meeting in the room.

**If your group has additional needs pertaining to postings, you may contact the church office.*

***Recommendations for signs of a permanent nature should be forwarded to the BEC for consideration.*