

**UUFSD Policy and Procedure Document**  
**Policy ID: 755**  
**Title: Onsite Posting Policy**  
**Date Approved: March 19, 2014 by the Board of Directors**

**Purpose**

*To effectively promote Fellowship events while avoiding visual clutter.*

**Policy**

**Fliers and posters attached to UUFSD structures (walls, doors, etc.):**

- Only fliers related to UU events may be attached to indoor or outdoor walls of buildings, doors, windows, fences, or any other UUFSD structure.
- In order to protect the tax-exempt status of UUFSD, no commercial or business notices are permitted.
- While poster and fliers will usually be limited to 8½” x 11”, for special events (Auction, Fall Fair, etc.) larger posters or banners may be placed on site.
- Those who attach fliers or posters to UUFSD structures are responsible for removing them as soon as the event has taken place as well as immediately removing all tape residues.
- The responsible party’s contact information (name, email address or telephone number) must be included on fliers and posters (information may be printed on reverse side)

**Publicity Committee bulletin board:**

- The Publicity Committee will maintain a centrally located bulletin board (presently the glass case in the Core Area) to promote UUFSD-related news and events.
- The Publicity Committee will regulate which notices will be posted on this board.
- A person who receives permission from the Publicity Chairperson (or designee) to place a notice on this board is responsible for removing it promptly when the event has taken place.

**Member Notices bulletin board:**

- A separate Member Notices bulletin board will be maintained in a centrally located area (presently the board adjacent to the book sales area).
- To protect the tax-exempt status of UUFSD, only personal or UU-related notices may be posted on this bulletin board. No commercial or business notices are allowed.

- Any person who places a notice on the Member Notices bulletin board must legibly sign it, date it, and remove it promptly when it has expired (after an event, or when the notice has been answered).

### **Procedure**

The Design Review Committee, or its designee, or the Administrator, will periodically monitor all fliers, posters and bulletin boards for attractiveness and timeliness.

#### **Fliers or posters attached to UUFSD structures:**

As long as a flier or poster meets the policy requirements noted above, no special permission is needed.

#### **Publicity Committee bulletin board:**

Anyone wishing to place a notice on the Publicity Committee's bulletin board will submit a copy of it, along with contact information, to the Publicity Committee Chairperson.

#### **Member Notices bulletin board:**

As long as a notice meets the policy requirements noted above, no special permission is needed.

The Design Review Committee will keep up-to-date rules of use posted on this board.