



## *Wall Use Policy & Procedures*

### **Introduction**

The Board of Trustees is entrusted with managing all property, equipment, and investments belonging to the congregation as a way to honor God, facilitate the ministry of Hillside United Methodist Church, and to make disciples of our Lord and Savior Jesus Christ by igniting Christ-centered community. The following policies and procedures are provided for the purpose of maintaining the condition of the walls, doors, and overall appearance of the church.

### **Policy**

No permanent signs, displays, bulletin boards, or notices may be placed anywhere on the Hillside campus without written authorization in advance from the Board of Trustees.

All displays in the Sanctuary, Narthex, Celebration Hall, and Celebration Hall lobby and fellowship area, including artwork supported by the Art Gallery Hanging System, shall be managed by the Worship Ministry's Visual Design Team. Authorization for displays of any kind in these spaces must be obtained in advance from the Minister of Worship.

Temporary signage of any type for an unscheduled event or activity, other than urgent or emergency notifications, must be approved in advance by the Director of Communications and a designated representative of the Board of Trustees. Informational, urgent or emergency notifications associated with previously approved and scheduled events or activities may be displayed per these guidelines at the discretion of the event or activity leader(s). Allowable temporary signage includes:

- Printed event directional signage
- Decorations for a specific event or seasonal ministry
- Change notifications (cancellations, time changes, relocations, etc.)
- Specific event instructions (sign-in, designated seating, etc.)
- Bulletin Board inserts at the three primary entrances (Celebration Hall, Sanctuary, Church Offices)

Temporary signage/displays must be either on free-standing devices, such as an easel, or attached to flat surfaces only with blue painters' tape in the following areas:

- Public hallways away from primary entrances
- Classrooms
- Restrooms

Temporary signage/displays are NOT permitted on:

- Exterior windows
- Worship venue walls (Sanctuary and Celebration Hall)
- Stairwell walls
- Doors or doorframes

Use of nails, hangers, putty, tape (other than blue painters' tape), staples, push pins or other adhesives is not permitted. Moreover, nothing should be suspended from lights, ceilings or ceiling tiles.

All temporary signage/displays must be carefully removed by the individuals responsible for their placement as soon as possible following an event or activity. Signage/displays clearly out-of-date will be removed and disposed of.

### **Procedures**

To request either permanent or temporary signage/displays, complete the Wall Use Request online form found on Hillside's website ([www.hillsideumc.org](http://www.hillsideumc.org)). The form is located in the "My Hillside" section under the tab "Making A Reservation". If you would prefer using a hard copy form, you may use a copy of the one attached to this policy or print the online form and complete it by hand. Please bring completed hard copy forms to the church office during normal office hours (Monday - Thursday 8:30a – 4:30p, Friday 8:30a - 1:00p). If you need assistance or have questions, please call Debbie Turner at 770-924-4777 or email her at [dturner@hillsideumc.org](mailto:dturner@hillsideumc.org). Requests requiring approval beyond the Director of Communications will be forwarded to the governing authorities as needed.

Requests should be made as soon as you are aware of the need. Since permanent signage/displays require approval by the Board of Trustees, please submit your request at least one week prior to their regularly scheduled meetings (4<sup>th</sup> Thursday of each month, January – October).

### **Please Note:**

- **All unapproved signage/displays will be immediately removed and disposed of.**
- **The cost of repairs required as a result of inappropriately posted signage/displays will be charged to the sponsoring department.**

# WALL USE REQUEST

Requestor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Department/Ministry: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

Description of item(s) to be displayed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dimensions: \_\_\_\_\_

Location (be specific): \_\_\_\_\_

\_\_\_\_\_

Display Dates/Times: From \_\_\_\_/\_\_\_\_/\_\_\_\_ Until \_\_\_\_/\_\_\_\_/\_\_\_\_

Proposed method of display: \_\_\_\_\_

\_\_\_\_\_

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**\* \* \* For Office Use Only \* \* \***

Date received: \_\_\_\_\_ Approved by: \_\_\_\_\_

Disapproved by: \_\_\_\_\_

Reason(s) for disapproval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_