

## **UUSO Bulletin Board Policy**

September 21, 2016

The bulletin boards located at Chapin Memorial, 12 Ford Avenue (one inside the sanctuary, one in the outside entryway), are intended to be means of communication for the UUSO community. The Office Administrator is responsible for maintaining the bulletin boards and ensuring that all postings follow this policy.

### **Sanctuary Bulletin Board**

The sanctuary bulletin board is for posting:

- Worship service announcements
- Denominational information
- UUSO events and information
- Articles about/by UUSO Members and Friends
- Correspondence intended for the UUSO community
- Notices of community events
- Offers of services or goods from Members or Friends

All items posted on the sanctuary bulletin board must be signed and dated by the poster. Only the Office Administrator (or other UUSO staff) may remove items that are not signed, are no longer relevant, or have been posted for an excessively long time. The sanctuary bulletin board will be kept closed during worship services and ceremonies. No one may post items on the exterior of the bulletin board (visible when the bulletin board is closed), except that a group renting or using CM may post things on the exterior surface only during their event. Chairs are not to be stacked in front of the bulletin board.

### **Outside Bulletin Board**

The outside bulletin board is for posting:

- Sunday schedule of events at UUSO
- Weekly schedule of events at UUSO
- Religious Education Sunday programming & information
- Upcoming Events at / for / by UUSO

The outside bulletin board will be kept locked. The Office Administrator, Minister, and Director(s) of Religious Education will have keys to the bulletin board. As a public bulletin board, the outside bulletin board will be kept uncluttered and up-to-date. Nothing is to be posted on the glass (inside or out) of the bulletin board. Items may be submitted for posting to the outside bulletin board by giving them to the Office Administrator or by putting them in the UUSO office mailbox (located in the foyer of 12 Ford Avenue).