

**Cedar Lane Unitarian Universalist Church
Operational Procedure**

Subject: Temporary Signs

Number: 108

Effective Date: September 2017

Approved By: Senior Staff Team

In the interest of maintaining an attractive and welcoming entry for members and the public to CLUUC and avoiding distracting visual clutter, the Communications Director and/or the Executive Director is charged with the responsibility to manage temporary signs and banners on Cedar Lane and Culver Street according to the following guidelines.

1. All signs, with the exception of the CLUUC, the Cedar Lane Coop Nursery School, are considered temporary.
2. All signs must be approved by the Communications Director or the Executive Director before posting.
3. Temporary signs should be limited to a time period immediately before an event, or no more than 30 days.
4. Ideally, only one temporary sign should be posted at a time. Coordinators of events must coordinate placement of signs/banners with the Communications Director or the Executive Director 30 days in advance of the event.
5. Signs should be professionally printed/stenciled/or professional in appearance, and made of weatherproof material. Signs should be securely posted, with metal or wooden posts.
6. Signs must not distract from sight-lines of motorists.
7. Signs posted within the public right-of-way (25 feet from edge of Cedar Lane) are illegal and may be removed by Montgomery County employees.
8. Banners should follow the guidelines for signs, as above.