

CEDAR LANE UNITARIAN UNIVERSALIST CHURCH
Operational Procedure

Subject: Vestibule Displays
Effective: September, 2014

Number: #118
Approved: Senior Staff

The Vestibule is used to highlight, in an aesthetically-pleasing way, Cedar Lane and the work of Cedar Lane ministry teams. Purpose should always be considered before a proposed display is submitted or scheduled.

1. All activities and displays must be approved by the Executive Director or their designee. Church teams may request space by contacting the Executive Director at least a week in advance of the time needed. The Executive Director will approve or disapprove the request and determine the space and time period allowed.
2. Space will be granted only to those groups or activities that are directly church-related or supporting a partner organization.
3. Acceptable displays would include but are not limited to special displays promoting Cedar Lane church and activities directly supported by Cedar Lane's ministry teams.
4. Additionally, displays in the Vestibule should follow the guidelines below:
 - a) Display brackets are mounted on both the interior and exterior wall sides of the breezeway; however, the preference is that displays should be hung on the interior wall side of the breezeway.
 - b) If displays are placed on the exterior window side, they should be placed in such a way as to not interfere with aesthetics from the outside of the building.
 - c) All displays should have a consistent, finished look (i.e. a photo display matted on similar boards, laminated, framed)
 - d) Displays should be hung at eye level, using common display height methods.
5. A short explanation about the purpose or content of the display should be included. In addition, information about the display is strongly recommended to be submitted for inclusion in Cedar Lane publications.

