



Formulation Date: August 13, 2010

Central Church of Christ (C.C.C.) Bulletin Board Policy

I. Policy

The purpose of the bulletin boards and display grids at C.C.C. is to provide information to the congregation concerning matters relating to the church's religious and charitable purposes. The term "bulletin board" shall be used to include any board or grid which has been approved for the placement of notices or pamphlets (See Attachment I).

In many cases, space limitations make it impossible to post all materials sent to the church for display or to keep them posted indefinitely. The space is appropriated as broadly as possible to information of general interest to the congregation. In order to avoid confusion among members and a widely divergent interpretation of the policy, certain restrictions have been made about materials which can be posted.

II. Responsibilities

The Communications Committee shall be responsible for approving and revising this policy, as appropriate.

III. Organization/Administration

The Communications Committee has established the following rules regarding the use of the church's property for the posting of signs, notices, etc.

- a. The church cannot participate in nor appear to sponsor any program that's major purpose is to espouse a particular political viewpoint.
- b. Product notices or sales materials relating to profit-making organizations cannot be posted under any circumstances nor can information about goods or services sold for profit by individuals, groups or companies. Beauty salons, soap distributors, dance studios, toy manufacturers, etc., are usually profit-making institutions and cannot use church bulletin boards to advertise. To advertise for a for-profit institution is a violation of IRS regulations.

- c. Poorly made posters or flyers will not be posted regardless of the nature of the program. Poorly made materials defeat their own purpose. Because of limited space, signs and posters must be no larger than 11x17 inches.
- d. Personal notices about lost and found items or pets, garage sales, estate sales, Tupperware or similar parties, autos for sale, etc., will not be posted.
- e. C.C.C. reserves the right to refuse to post anything in conflict with the religious and charitable purposes of the church.
- f. Signs and posters may only be displayed on approved bulletin boards and/or display grids. Nothing may be taped, stapled, glued, pinned or otherwise attached to walls, windows, doors, or other unapproved surfaces without the express permission of the Communications Committee.

IV. Procedure

- a. All items for posting will be presented to the Church office (M-F 9-5) in a format ready for posting (single sheet, appropriate size, nothing on the back). Notices posted or left on tables without authorization will be removed and discarded. Only designated staff can post or remove notices.
- b. Special requests for posting of materials must be submitted to the office at least seven (7) days prior to the date it needs to be posted.
- c. Posters and signs will be removed by the designated staff immediately after the event being promoted has taken place. Once notices are removed, they are discarded.
- d. If space becomes an issue, notices of events more than 30 days in the future will take lower priority and may be temporarily removed.

Attachment I

Approved Locations of Bulletin Boards

- **Kiosk bulletin board located in the main foyer.**
- **Kiosk pamphlet display in the main foyer.**
- **Bulletin Boards inside classrooms.**
- **Bulletin Boards located in main building south and west halls.**