

LAMBETH UNITED CHURCH COMMUNITY ACTIVITY BOARD POLICY & PROCEDURES

BACKGROUND

The Lambeth United Church council decided to acquire an outdoor (non-electronic) sign for the purpose of promoting the church and its upcoming events. As a secondary use, Council thought this sign could assist local not-for-profit groups and organizations in promoting their own events for the benefit of the community. Use of this sign will be considered our gift to our community in Lambeth and there is no charge or fee.

Permission to use this sign will always remain at the discretion of the Church and we reserve the right to refuse that usage without prejudice or explanation.

RESERVING THE SIGN

We require a fully completed [application](#) no more than 3 months prior to your event and no less than 10 days prior to the event. Please remember we need a minimum of 5 days to process your request and physically post the sign. The application will assist you in determining how many words/letters may be used. Your message may remain up for a maximum of 7-10 days only. In the event of multiple events in the same time frame your message time may be shortened or limited to one side of the sign only. It is our intent to be fair to all Lambeth not-for-profit and service organizations. Remember that Lambeth United Church events ALWAYS TAKE PRECEDENCE and receipt of an application does not guarantee your message will be posted.

Your group may use the sign up to 2 times per year to advertise special events and not regular meetings. What constitutes an event will be at the discretion of Lambeth United Church.

Please note that these provisions may be amended from time to time as we gauge the level of engagement we receive from the community. Let's work together to raise awareness of our community events for the benefit of all.