

Holy Family Parish Sign and Banner Posting Policy

Purpose

The purpose of the posting policy is to articulate the guidelines on the posting of signs on the Holy Family Parish site. Signs include:

- Posters
- Banners
- Fliers
- Announcements
- Brochures
- Notices

This policy recognizes that signs serve as a means for communicating information to our parish community in a timely and orderly manner. Signs that do not meet the goals and mission of Holy Family are strictly prohibited.

Administration of Policy

The Parish Office has the responsibility for administering the Holy Family Parish Posting Policy, in consultation with the Pastor and/or the Facilities Manager.

Approved Locations for Posting

Wooden Fence, Banner Boards and Poles located on the North and South driveways.

General bulletin board located on the building in front of the Parish Office.

Brochure Racks located in the Church vestibule and in the Parish Office.

Ministry bulletin board located in front of the Youth Lounge, only Youth Ministry material approved by the Youth Ministry Office is allowed to be posted. Other posted material is subject to removal.

Guidelines

- All materials must be **pre-approved** before posting. For pre-approval bring your banner, flier, brochure, poster, or notice to the Parish Office. Posted signs without pre-approval will be removed.
- All signs must be identified with the name of the person and/or organization responsible for the posted information, include contact name, phone number and email address.
- Flyer postings may not exceed 17 inches by 22 inches in size on bulletin boards. Banners not to exceed 4' x 8'.
- Posting of signs on building walls, windows, doors, benches, utility poles, garbage receptacles, and railings is **strictly prohibited**.
- Placement of written/printed materials on vehicle windshields is strictly prohibited. Violators are subject to future posting restrictions.
- Removal of signs by anyone other than the posting party or the Parish Office staff is prohibited.
- Posting of political campaign materials endorsing or opposing a candidate or initiative are prohibited.
- Approvals are granted for 2 weeks only. All postings must be resubmitted for additional 2 week timeframe.

Questions about the Holy Family Parish Sign and Banner Posting Policy should be directed to the Parish Office, 408-265-4040.