

Unitarian Universalist Church of Annapolis
Display Table & Monitor Policies
February, 2006
Amended December 2018

Because we have limited space in our Narthex during coffee-hour, there are a limited number of tables to be used for display. The policy for using display table is the same as our "Building Use Policy" with the following exception: Narthex table space implies a greater degree of church sponsorship than use of a room in the building; therefore table space shall be limited to church sponsored programs, groups and activities. All requests must be coordinated through the church office. On a typical Sunday there are three tables available for display information. The office will assign tables based on the information received through the on-line room request procedure.

The Monitor in the Narthex is now the primary vehicle for advertising church events. Members may (1) make their own powerpoint slide, using their group's logo or (2) submit content to the Church Administrator on Monday morning if the slide is to be run that weekend. Only events which are church sponsored will be shown on the monitor.

Priorities for advertising events are as follows:

1. 1st priority - Events occurring THAT weekend which pertain to church business or programs
2. 2nd priority – Events which are sponsored by the congregation, and which take place in the building.
3. 3rd priority – Events sponsored by the congregation, but take place outside the church premises