



First JUSTICE WITH
LOVE AND JOY,
OPEN TO AWE
**Unitarian
Universalist**
SOCIETY OF SYRACUSE

Policy #: 002

Policy Name: Banner Use

Purpose: To describe the background and rationale for how and when banners, owned by First Unitarian Universalist Society of Syracuse (First UU) are used, and the procedure to follow when requesting to use a banner.

Original Date: 11/23/2014

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Revisions By: Valoree Suttmore

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Operations Manual/Document Administrator

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A. General

1. Members of First UU may request to carry First UU or Unitarian Universalist Association (UUA) banners at various events at First UU or beyond First UU property, as long as the intent and purpose is to support an issue or take a stand which has been declared to be a “UUA Statement of Conscience” adopted by the UUA per vote at General Assembly or to support an issue or take a stand which has been adopted by a First UU congregational vote pursuant to our First UU constitution. If a First UU congregational stance, per vote, is in conflict with a UUA Statement of Conscience or other Association stance, the congregational position will take precedence, and banner usage should follow accordingly.
2. All banner use will be coordinated by/through the Banner Coordinator. The Chair of the Community Outreach Ministry is the designated Banner Coordinator.
3. Banners are made available on a first come, first serve basis and may not be available for every event for which a banner request is made.
4. All banner use is restricted to members of First UU.
5. All banners will be stored in the closet of the parlor except when the banners are displayed in the First UU building. The Banner Coordinator will be responsible for knowing the location of all banners at all times.
6. All banners must be returned within 72 hours of the time the event for which the banner was used has ended.
7. Banners must be requested for each event separately through the Banner Coordinator. All banners will be used for only one event at a time and will be returned to First UU in between events.

B. Procedure

1. When the need for a banner is identified, a request is made to Banner Coordinator, either verbally or by email.
2. The Banner Coordinator will determine if the banner will be available and ensure there are no conflicting requests for use of the banner. If the banner has already been requested to be used on the same date, the second request will be denied. If timing of events allows, the banner may be used for two events in one day with permission of the Banner Coordinator. In these circumstances, both individuals requesting the banner will be responsible for its pick up and return to the banner storage area as well as the overall condition of the banner during use and any cleaning required. The Banner Coordinator will ensure the event the banner is being requested for meets the requirements of this policy.
3. The Banner Coordinator will record the name of the person requesting the banner and the date the banner is being requested to be used.
4. The person requesting the banner is responsible for ensuring the banner is returned to First UU in the same condition it was at the time of pick up.
5. The person requesting the banner is responsible for ensuring the banner is returned to First UU within 72 hours of the event ending. If there are extenuating circumstances where the banner may not be returned in that time frame, the person using the banner needs to notify the Banner Coordinator as soon as possible.

6. If the banner becomes soiled during the event, the person who requested use is responsible for cleaning the banner prior to returning it to First UU.
7. The banner must be picked up from and returned to the banner storage area before and after each event.
8. If the banner becomes damaged while in use, the person who requested use of the banner is responsible for informing the Banner Coordinator as soon as possible after the event has ended. In addition the circumstances of how the damage occurred must also be relayed to the Banner Coordinator.