

CONTROL OF DONATIONS, MODIFICATIONS AND POSTING OF NOTICES

PURPOSE

The UUFLG has limited space to accommodate donations of physical objects, may have difficulty integrating potentially diverse styles and desires to present a pleasing aesthetic appearance to visitors. This Policy is intended to define a process for controlling physical donations to the UUFLG, modifications to the UUFLG building and grounds, and control posting of notices and other materials.

POLICY

The Building and Grounds Committee shall review and approve:

Acceptance of donations to the Fellowship of all items of physical property
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- Acceptance of donations to the Fellowship of all items of physical property intended to be retained as part of the UUFLG facilities, including items to be obtained through directed cash donations.
- Modifications to the building or grounds, including such items as landscape plantings, building internal or external painting or adding of decorations which are intended to be permanent.
- Bulletin Boards and posting of notice locations

PROCESS

- Physical Property Donations
 - All proposed physical property donations will be discussed with the Building and Grounds committee before the donation is made.
 - The Building and Grounds Committee will determine appropriateness and may decline the donation.
 - Unapproved donations made without prior approval will be returned to the donor.
 - In the event a cash donation is made which is directed towards the purchase of a specific physical item or items, the donor shall coordinate with the UUFLG Treasurer to obtain any approvals required by the UUFLG Bylaws and insure proper recording of the donation. The donation value shall be entered in the UUFLG financial records as a directed donation and concurrently charged against an appropriate account.
- Building and Grounds Modification
 - All proposed modifications to the building, including painting, use of walls for bulletin boards or posting of displays will be discussed with the Building and Grounds Committee before implementation (this does not apply to content on approved posting locations.)
 - All modifications to the grounds including removal or addition of plants will be discussed with the Building and Grounds Committee before implementation.
 - Unapproved modifications to the grounds or building may be reversed at the discretion of the Building and Grounds Committee.

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- Bulletin Boards and posting of Notices
 - All approved bulletin boards or posting locations will have a specific sponsor, normally a standing Fellowship committee or official function within the Fellowship (e.g. Board of Trustees, Minister and staff.)
 - The Building and Grounds Committee will approve the location and style of all bulletin boards or notice posting areas.
 - The bulletin board or posting location sponsor will have control of posted material and be responsible for timely removal when appropriate.
 - Unapproved posted materials will be removed.