

**Unitarian Universalist Congregation of Fairfax
Operational Policy**

Subject: Temporary Signs

Number: III. H.

Effective Date: June 7, 2006

Approved By: Coordinating Team

Revised: 11/30/20; 06/26/19

Policy and Procedures

In the interest of maintaining an attractive and welcoming entry for members and the public to UUCF and avoiding distracting visual clutter, the Property Stewardship Council, in coordination with the Director of Communications and Operations Manager, is charged with the responsibility to manage temporary signs and banners by Hunter Mill Road according to the following guidelines.

1. All signs, with the exception of the UUCF, the Montessori School and the Mindfulness Practice Center, are considered temporary.
2. All signs and banners must be approved by the Operations Manager before posting.
3. Temporary signs should be limited to a time period immediately before an event, or no more than 30 days.
4. Ideally, only one temporary sign should be posted at a time. Coordinators of events must coordinate placement of signs/banners with the Operations Manager well in advance of the events.
5. Signs should be professionally printed or professional in appearance and made of weather-proof material. Signs should be securely posted, with metal or wooden posts, at a right-angle to Hunter Mill Road.
6. Signs must not distract from sightlines of motorists.
7. Signs posted within the public right-of-way (25 feet from edge of Hunter Mill Road) are illegal and may be removed by VDOT employees.
8. Banners should follow the guidelines for signs, as above.