



St Anne's and St Andrew's Joint Council

Policy Number: 11

Policy Title: Signage and Display of Notices

Approved: 23rd February 2016 Date for review: May 2017

1. The only external permanent signage permitted on St Anne's or St Andrew's building, or in its forecourt, are signs which relate to the charitable purpose of the building. That is:
 - 1.1 A sign displaying the churches' names and service times with room for additional publicity.
 - 1.2 A sign, or signs, approved by the joint council for display of advertising community events and activities for the churches, LIFC and regular users of the buildings.
 - 1.3 Community Groups may also request, and be given permission, to place notices within these boards at the discretion of the Joint Council.
 - 1.4 User Groups may place a temporary A-frame signage on the pavement adjacent to the front door during their session time. Signs must be removed at the conclusion of each session and may not be displayed more than 15minutes prior to the session start time.
2. Under the terms of its lease, the Nursery tenant is also entitled to have a sign in the forecourt, subject necessary planning regulations.
3. No advertising material or notices will be placed in the glass windows in the rotunda, or at side entrance unless authorised by the Joint Council.
4. In the hall there are notice boards attached to the walls for the purpose of displays of the Nursery Tenant.
5. In the Rotunda there are notice boards attached to the walls for the purpose:
 - 5.1 Display of Church and LIFC materials
 - 5.2 Display of children's work, primarily My Move and Sunday School.
 - 5.3 Display of notices relating to Users and community events.
6. The Joint Council may from time to time agree to display of additional material at their discretion.