

Outside Display Policy

- An *outside display* is defined as any object, temporary or permanent, communicating a message to the public that is affixed to the exterior of the building or hanging from the building or affixed to any part of the parking structure, hanging from the parking structure or positioned on STA grounds.
- Banners or signs affixed to the interior side of building glass but whose purpose is to communicate to the outside fall under this policy.
- STA parish leadership identifies the need for any such display.
The display is an identified need of the parish community and not simply the idea of an individual or group to use the location of STA for its promotional advantage.
- All displays should comply with city codes and high standards of aesthetic quality and should not interfere with the Catholic environment of the building.
- Sidewalk sandwich boards are allowed without any further approval if (1) temporary - on sidewalks for less than 12 hours per day and not overnight, (2) are attractive, (3) do not present a foot traffic/bike/street hazard, and (4) is in harmony with our parish mission.
- The Buildings & Grounds committee works through a process, bringing a recommendation to the Finance Council for final determination.

COMMITTEE PROCESS:

1. Recommendation for an outside display comes to the Buildings & Grounds committee from staff, a parish commission, committee, or council after appropriate discussion and review at that level.
2. Develop plan to obtain parishioner input/feedback, including input from the Pastoral Council.
3. Develop a project statement:
 - specifying how the display is aligned with the Mission and Goals of the parish, the purpose of the display, as well as the message desired to be communicated,
 - materials desired,
 - desired size,
 - location,
 - time-frame for display,
 - cost and how funded,
 - City codes affecting the display,
 - images/drawings of display.
4. The Buildings & Grounds committee presents the statement (#3) and its recommendation to the Finance Council. If cost of display is over \$5,000 Pastoral Council approval is also required.
5. If approved, the Buildings & Grounds committee oversees the installation of the display.