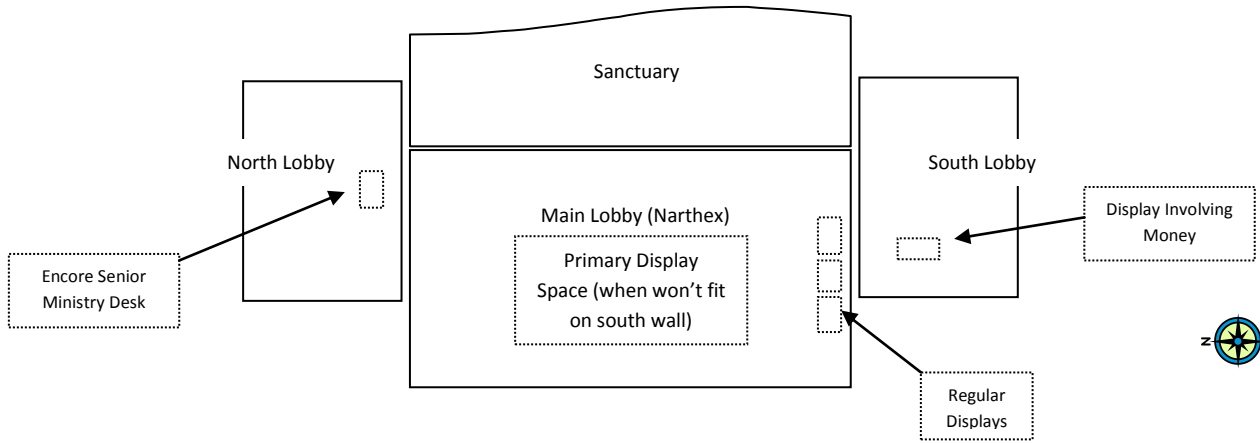


## PUMC Main Lobby (Narthex) Use Guidelines

To maintain an attractive, inviting gathering area that is also useful and encourages the ministry and mission of PUMC, the following guidelines have been put in place to manage use of the main lobby (narthex) and lobby displays.



### Appropriate Displays for PUMC Lobbies:

<b>Main Lobby (Narthex):</b>	Informational:	Fall Festival; Etc.
	Sign-ups:	Blood Drive; Fish Fry; Small Groups; Etc.
	Collections and Donations:	Angel Tree Gifts; Food Drive; Malaria Nets, Etc.
<b>North and South Lobbies:</b>	Monetary Exchanges:	Encore Senior Ministry Trips; Cookie/Pickle Sales; Etc. Please receive finance committee approval prior to planning or scheduling <u>any</u> fund-raising. Currently approved for north and south lobbies only.

### Schedule for Displays in PUMC Lobbies:

No more than one primary display at any given time in main lobby.  
(Primary display currently defined as Jan/Feb All-Church Series; Fish Fry; Angel Tree; 2011 - 175 Days of Service; Disciple Bible Study sign-ups; Vacation Bible School.)

Up to two additional regular displays whenever a primary display is in place in main lobby.

No more than three regular displays at any time in main lobby.

No more than one small display in south lobby.

Schedule display space and display pieces through Pastor of Communications in church office (317.839.2319).  
Record of schedule will be kept in binder in church office.

### Preferred Display Systems in PUMC Lobbies:

Black Grid Displays (with acrylic holders and clips for posters).

Small tables as needed for sign-ups.

Whenever possible, please refrain from using easels and large tables.

**Please arrange displays per the chart at the top of this form or per instruction from Pastor of**

**Communication:** Pastor Elizabeth Gilbert  
egilbert@pumc.org  
317.839.2319, ext. 244