

<b>NORTHWOODS UNITARIAN UNIVERSALIST CHURCH</b>	TITLE: P080 - Bourse Table Policy		
	DOC No./ REV.	<b>B</b>	LAST UPDATED: 08/10/2014
	ORIGINATOR	<b>Ralph Stephenson</b>	PAGE 1 OF 1
	COMMITTEE	<b>B&amp;G</b>	APPROVED DATE: 08/10/2014

### 1. POLICY:

- This policy applies to any activity utilizing a bourse table on Sundays in front of the church entrance and on the opposite side of the walkway to the entrance.
- Those individuals who plan to use a bourse table on Sundays for the sale of items, or to promote any activity or cause, must reserve a space for the table by signing a list for such use that is maintained by the Church Administrator. There will be a limit of three tables that can be placed outside the church entrance on any Sunday. Assignment is on a first come, first served basis as indicated on the list.
- The Church Administrator (CA) may refuse any group or person space for a bourse table if the group's views or the activity to be promoted does not conform to UU principles or any policy or rule, or the mission or vision of the Northwoods UU church. If conformance is uncertain to the CA, The Church Administrator may consult the minister, the Communications Committee Chair, or the Committee on Ministry (COM) chair.
- The COM will determine if the requested use is within the scope of the mission and vision of this church. Further, all fundraising activities conducted at the entrance to or inside the church must conform to the Church Fundraising Policy (P073).
- Enforcement of this policy will be after the fact and not by removal of a non-compliant table on the Sunday of its use. Enforcement is the responsibility of the Board of Trustees.
- Communication and education about this policy is the responsibility of the Communications Committee.
- Tables shall be no more than 6 feet by 36 inches in size.
- This policy shall take effect 30 days after approval.

### 2. REFERENCED DOCUMENTS:

- Fundraiser Accounting Form 030
- P073 – Fundraising Policy
- List of approved service organizations

### 3. DEFINITIONS:

- BoT - Board of Trustees
- NUUC - Northwoods Unitarian Universalist Church