

## First Unitarian Church of Des Moines

### Operating Policies – Placement and Planting of Items on Grounds and Woods

Any request for changes (addition to or removal from, including flowers, shrubs, trees and grasses) to the Grounds and Woods must be submitted to the Grounds Council, through the Council leader, for review and recommendation to the Management Team of the action on the request.

Changes must be consistent with UU principles, the Woods Master Plan and/or any other future developed plans. Aesthetics of any additions must be consistent with the church building exterior and existing landscaping and/or structures. Any structures such as art/sculptures, arbors, play equipment, trail entry features, etc. must be structurally sound, meet safety requirement of the city, state and/or federal government and be installed to ensure the safety of the structure and of individuals using the structure or on the grounds. In addition, any zoning requirements must be met.

Information to be submitted in the request for an addition should include:

1. Sponsoring/requesting group (including contact name, email address and phone number) or individual's name, email address and phone number
2. Detailed description and photo/drawing of the item
3. Cost and source of funding
4. Specific description of location to be placed on the grounds
5. Start date and completion date
6. If on-going maintenance is required, a specific plan for maintenance must be submitted with the request including who will perform the maintenance, frequency of maintenance, cost of annual maintenance and source of funding for the maintenance.

Information to be submitted in a request for a removal should include:

1. Sponsoring/requesting group (including contact name and phone number) or individual's name
2. Specific description of location and item(s) to be removed
3. Reason for the removal
4. Cost and source of funding
5. Start date and completion date
6. If repairs to the ground, soil, etc. are necessary after the removal, include a detailed description of the repair work necessary, who will perform the repairs, estimated cost, and source of funding.

No banners, signs or similar items may be placed on the grounds of the church without the prior approval of the Director of Finance and Administration.