

**Policy 7.2.2 Public Posting of Notices at City Facilities**

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**POLICY PURPOSE:**

The purpose of this policy is to provide procedures and controls of posting of notices by the public on City bulletin boards. The policy will govern the size of notices, time frame for their display, the limitations imposed for certain materials, and finally, restrictions as to the posting of non-City activities.

**POLICY STATEMENT:**

1. Each department director shall designate those areas, bulletin boards or other notice facilities under his/her control, if any, which will be accessible to the public.

Each director may designate that no such facilities will be accessible to the public.

2. Notices to be posted shall be received by those appropriate staff members who may be designated by department directors, provided that each of the following conditions is met:

- A. Notices shall not exceed 8-1/2" x 11" in size.
- B. Notices promoting particular events shall be accepted no more than thirty (30) days prior to the first date of such event(s).
- C. Notices shall not be accepted which advertise or promote commercial or private sales or transactions.

3. Upon receipt of each notice, the designated staff member shall indicate on it, in writing or by stamp, the date of its receipt. Notices will be posted by staff in order received as available space permits, subject to the following rules:

- A. No notice, whether posted or not, shall be retained for more than thirty (30) days after its receipt.
- B. No notice advertising a particular dated event, whether posted or not, shall be retained more than one day following the expiration of the event, or program which it advertises.
- C. All notices shall be discarded upon the expiration of the time periods stated above. City assumes no responsibility for such notices.

(Adopted: RTC 80-031 (1/15/1980); (Clerical/clarity update, Policy Update Project 7/2005))

Lead Department: Office of the City Manager