



# ADMINISTRATIVE REGULATION

## Office of the City Administrator

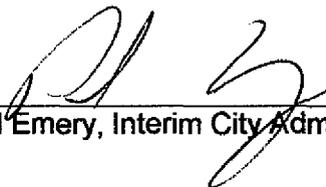
Number	504
Sections	1-7
Effective Date	4/21/08
Responsible Department	Administration
Review Date	4/21/13

**SUBJECT: Distribution of Literature from Non-Profit Organizations and Groups Outside the City Government Structure**

1. **Purpose:** This Administrative Regulation is established to set forth the policy for the distribution of literature and flyers by nonprofit organizations, groups, and local newspapers at the Civic Center facility.
2. **History:** Prior to September, 1993, the city, through practice, allowed various materials given to it by non-profit community based organizations and groups, to be placed on the Public Information counter. This literature was intermixed with city sponsored literature, thus giving the impression that the city was endorsing a particular organization, group and/or their activities. In order to insure a clear distinction between city produced literature and that given to the city from outside sources for distribution to the public, a separate table will be provided for outside produced literature.
3. **Authority:** Charter of the City of Huntington Beach, Section 401.
4. **Application:** This Administration Regulation applies to all non-profit city organizations, groups, and local newspapers.
5. **Policy:** Literature produced by non-profit city organizations, groups, and local newspapers for distribution to the public may be placed on a community table located on the lower level of the Administration building, adjacent to the Council Chambers.
  - 5.1. Businesses who are sponsoring fund raisers to raise money for city programs will be allowed, with the written approval of the department head whose department will benefit from the fund raiser, to place literature or flyers on the community table.
  - 5.2. Department heads should submit their written approval for placement of literature or flyers on the community table, to the Public Information Office.
6. **Responsibility:** The Public Information Office will be responsible for placement and removal of city literature at the city information counter on the first floor and inside the city elevators. The Public Information Office will also monitor the community table to insure that material on the table is current and not dated.

**7. Responsibilities:**

- 7.1.** Non-profit community organizations or groups who have literature or flyers that they wish to make available to the public at the Civic Center, need to present their literature to the Public Information Office with a request to place this material on the community table.
- 7.2.** The Public Information Officer will review material to insure that no material is:
  - 7.2.1.** Obscene, sexually explicit, or discriminatory.
  - 7.2.2.** Inciting the public to violate federal, state, or local laws.
- 7.3.** The Public Information Office will place all approved material on the community table for a period of up to three weeks. Material that is dated (an event or activity has concluded) will be removed from the community table prior to three weeks to give additional room for other materials.
- 7.4.** Local newspapers which are delivered to the city free of charge will be placed on the community table by the Public Information Office.
- 7.5.** During elections, an additional table will be provided on the lower level, adjacent to the community table, and the first floor across from the Public Information counter, for placement of candidate literature for the public.
- 7.6.** Placement of flyers, notices, and posters in city elevators and on the Public Information first floor counter will be limited to information about the city sponsored events or events in which the city is an official co-sponsor.
- 7.7.** Decisions of the Public Information Officer may be appealed to the City Administrator for additional consideration.

  
\_\_\_\_\_  
Paul Emery, Interim City Administrator