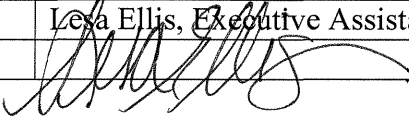



City of SeaTac

Policies and Procedures

Policy Number:	CW- 015
Policy Name:	Posting to City Hall Lobby Bulletin Boards
Department(s):	Citywide
Effective Date:	May 28, 2013
Supersedes:	
Prepared by:	Lesa Ellis, Executive Assistant
Signature:	
Approved by:	Todd Cutts, City Manager
Signature:	

Purpose: To provide a space in City Hall as a public service to the community for posting information regarding city events, activities, programs, services and community information materials that serve a cultural, social, or educational purpose.

Scope: This policy only applies to the bulletin boards located within the City Hall building on the first and third floor lobbies maintained by the City Manager's Office.

Policy: Posted materials may include:

- Postings for City of SeaTac sponsored or co-sponsored events, activities, programs, or services
- Postings from human services agencies receiving funding from the City of SeaTac and located within the city limits publicizing, advertising, or promoting non-city sponsored community activities, events, or services that serve a cultural, social, or educational purpose
- Postings from non-profit and/or for-profit organizations publicizing, advertising, or promoting non-city sponsored community activities, events, or services that serve a cultural, social, or educational purpose
- Postings from other governmental agencies publicizing, advertising, or promoting non-city sponsored community activities, events, or services that serve a cultural, social, or educational purpose
- Postings from local public and private educational institutions publicizing, advertising, or promoting non-city sponsored community activities, events, or services that serve a cultural, social, or educational purpose
- Postings from community organizations receiving funding from the City of SeaTac publicizing, advertising, or promoting non-city sponsored community activities, events, or services that serve a cultural, social, or educational purpose
- Notices of town hall meetings by elected officials serving in our legislative district.

Prohibited materials:

- Postings that advertise or promote businesses, group fundraisers or events that do not serve a cultural, social, or educational purpose
- Political notices/petitions
- Personal notices
- Any materials that include offensive language and images

The City assumes no liability for the factual accuracy of the information submitted from non-city organizations or agencies (i.e., times, dates, specific locations, name spellings and phone numbers). That responsibility rests with the originator of the information.

Authorization will be based upon the provisions of this policy and will not be based upon viewpoints, beliefs, or affiliations expressed in the materials. The City of SeaTac does not, by approving a posting, authorize or endorse any non-City event or activity.

Procedure: All materials intended for posting on these bulletin boards must be submitted to the City Manager's Office. The City Manager's Office will review and evaluate the posting request consistent with the requirements set forth in this policy. The City Manager's Office shall determine whether the proposed posting complies with this policy and is appropriate for posting and, if in compliance, will post the materials to the boards.

Due to limited space on the bulletin boards, the City may not be able to accommodate all requests submitted for posting. Priority will be given to City of SeaTac sponsored and co-sponsored events. City Manager's Office staff will maintain and monitor the boards.

Materials will not be posted any sooner than 30 days prior to the event, activity, program, or service and will be removed the day after such event takes place. For on-going activities, programs, or services, the materials will be posted for a maximum of 30 days with a 15-day break before being reposted.