

CITY OF SPOKANE ADMINISTRATIVE POLICY	ADMIN 5900-18-03 LGL 2018 - 21
TITLE: PLACEMENT OF SIGNS AT CITY FACILITIES EFFECTIVE DATE: December 3, 2018 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 The City of Spokane owns and operates numerous buildings with diverse functions. All of these facilities have signs that serve various purposes. The purpose of this policy is to establish the criteria for posting signs at City facilities.

1.2 This policy is divided into the following sections:

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This Policy shall apply to all City divisions and departments.

3.0 REFERENCES

None

4.0 DEFINITIONS

4.1 "Sign" means a notice that is publicly displayed giving information or instructions in a written or symbolic form placed on the interior or exterior of any City facility by the City or with City approval.

5.0 POLICY

5.1 It is the policy of the City of Spokane to regulate the placement of Signs on the interior and exterior of City facilities for the purpose of providing information and directions to City staff and the public relating to the function of City government and services.

6.0 PROCEDURE

6.1 Signs may be posted on the interior and exterior of City facilities by the department head responsible for the facility under the direction of the Director of Asset Management and consistent with this policy.

6.2 Signs may be posted on the interior or exterior of City facilities under the following circumstances:

- a. when required by federal, state or local laws and regulations, or
- b. for purposes of providing directions to meeting rooms, facilities or events, or
- c. to provide information regarding community events, or
- d. to provide information relating to a city program or event, or
- e. by an individual or group pursuant to an agreement with the City which grants the individual or group exclusive control of a portion of a City facility and when the Sign relates to the purposes of the agreement.

6.3 Aside from the circumstances set forth in Section 6.2, Signs may not be posted by or on behalf of private parties.

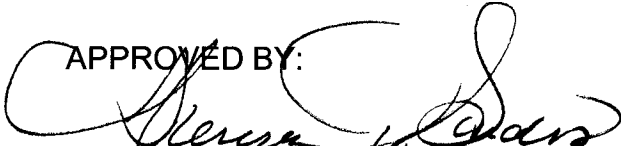
7.0 RESPONSIBILITIES

The Asset Management Department shall administer this policy.

8.0 APPENDICES

None.

APPROVED BY:



City Administrator

12/3/2018

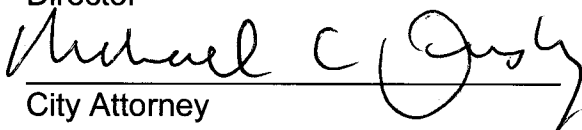
Date



Director

11/28/18

Date



City Attorney

November 16, 2018

Date