

CITY OF SPOKANE  
ADMINISTRATIVE POLICY

ADMIN 0330-11-02  
LGL 2011-0017

**TITLE: PLACEMENT OF NEWS PUBLICATIONS/SOLICITATION MATERIALS IN CITY HALL**

EFFECTIVE DATE: July 23, 1998

REVISION EFFECTIVE DATE: April 8, 2011

1.0 GENERAL

1.1 This policy provides guidelines for placement of news publications / solicitation materials in City Hall.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all departments located in City Hall and any outside party requesting materials to be placed in City Hall.

3.0 REFERENCES

None

4.0 DEFINITIONS

None

## 5.0 POLICY

- 5.1 It is the policy of the City of Spokane that news publications and certain other publications / solicitation materials may be placed in City Hall subject to restrictions. Under no circumstances is permission granted without express prior review and written approval.
- 5.2 City Hall is a public building reserved for municipal needs and purposes. Incidental uses relating to matters of general public interest may be permitted subject to permission of City administration. Permission to place news publication and other publications / solicitation materials in City Hall is always subordinate and subject to the primary needs of the building for the efficient conduct of government business, available space, aesthetics, convenience and public safety.
- 5.3 RCW 42.27.130 prohibits any elected official or public employee from using or authorizing the use of any public facility, directly or indirectly, to promote any campaign or ballot proposition.

## 6.0 PROCEDURE

### 6.1 News Publications

- 6.1.1 The first floor lobby area near the Post Street entrance and the third floor east of the skywalk (no longer a public exit) may be used for the placement of publications determined to be primarily in the nature of news.
- 6.1.2 Interested parties shall submit requests in writing to the Public Affairs Officer, Communications Department, Seventh Floor - City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201. All news publications must receive written approval from the Public Affairs Officer.

### 6.2 All Other Publications / Solicitation Materials

- 6.2.1 Racks provided on the Lower Level next to the Council Chamber and on the third floor hallway may be used for placement of materials other than news publications. All publications must be from non-profit organizations which are aimed at the needs and interests of the general public and address issues of concern to the whole community. Material for the specific purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition is prohibited.

6.2.2 Interested parties shall submit requests in writing to the Public Affairs Officer, Communications Department, Seventh Floor - City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201. All publications and solicitation materials must receive written approval from the Public Affairs Officer.

### 6.3 Removing Documents

6.3.1 Approved documents are to be removed by the person / organization when outdated, otherwise City Hall custodial staff will remove items.

6.3.2 Documents placed without prior written approval shall also be removed by the City without notice to the person / organization.

### 6.4 Rights Reserved

6.4.1 Approval is subject to revocation or modification at any time, with or without prior notice. Persons placing materials must agree to this policy which is also subject to change or modification. Permission is granted in designated areas on an "as is" and "as available" basis and no claim for reimbursement for loss or damage of any materials placed shall ever be recognized.

6.4.2 The City of Spokane reserves the right to decline to approve or to remove at any time after approval any publications within City Hall at its sole discretion. In general this may include materials which the City determines to be not of substantial community interest. Examples would include materials deemed insensitive to the community standards of decency, materials which are believed to be offensive to the sensibilities or minors and/or are deemed as inappropriate material within a municipal building because not of substantial community interest.


## 7.0 RESPONSIBILITIES

The Public Affairs Officer in the Communications Department shall administer this policy.

## 8.0 APPENDICES

None

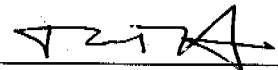
APPROVED BY:

  
City Attorney (AST)

3-23-11  
Date

  
Public Affairs Officer

3-23-11  
Date

  
City Administrator

3-24-11  
Date