



Date: July 1, 2008

To: All Employees

From: Charlie McClendon, City Manager

Re: Administrative Policy Regarding Display and/or Distribution of Government Materials Policy AP-27

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**POLICY:** To maintain a professional and clutter-free appearance in the public spaces of City Hall. Recognizing that the City wishes to promote the many programs, classes and special events it organizes and to provide helpful information, it is necessary to ensure that the public areas maintain a professional and clutter-free appearance.

**PROCEDURE:** Display and distribution of information will be limited to the following:

*Pamphlets and Pamphlet Racks:*

- All posters, flyers, pamphlets or other publicity materials should be limited within the public areas of the building to a central pamphlet rack or the counters in the one stop shop (distribution containers will be approved by the City Clerk and/or the Parks, Recreation and Libraries Director or his designee).
- All pamphlet racks located within the public areas of City Hall are to be used for City and other government agency information only.
- Due to limited space, priority will be given to City information and then all other information will be displayed on a first-come/first-served basis.
- Commercial advertisements/promotions, events or materials for businesses or for-profit organizations will not be permitted except for those co-sponsored by the City.
- Only those newspapers previously approved by the Community Relations and Public Information Office will be allowed in the designated racks.
- Any government agencies wishing to place posters, flyers, pamphlets or publicity materials in the pamphlet racks located in the public areas of City Hall should contact the City Clerk and/or the Parks, Recreation, and Libraries Director or his designee. Contact information for the person responsible for the material must be provided and updated as necessary. An adequate supply of materials should be available for the City's dispersal.
- The City Clerk and/or the Parks, Recreation, and Libraries Director or designee reserves the right to refuse any material or item presented for posting, display or distribution because of the material's size, appearance or space limitations. The

- City Clerk and/or the Director or his designee will decide how the items or materials will be displayed or distributed and when the items will be removed.
- No pamphlets may be placed on the reception counter in the main lobby

*Display frames:*

- A limited number of flyers/posters may be displayed in the back of the directional cases in the lobby
- 16 x 20 frames and easels are also available to display items. These can be placed in either the upstairs or downstairs counters.
- All materials to be displayed at these locations should be submitted to the City Clerk for approval and placement.
- Materials are subject to the approval of the Parks and Recreation Director and/or City Clerk who reserve the right to deny display of materials not suitable with City of Avondale values.

*Doors and Walls:*

- Only official City Hall hours of operation and closing notices may be posted on doors in the public areas of City Hall.
- No material may be affixed to the walls;
- Clear acrylic frames will be installed inside all employee bathroom stalls at city facilities to facilitate dissemination of employee-related information.

*Table Displays:*

- Table displays are not allowed at City Hall