

CITY OF LAGUNA HILLS

ADMINISTRATIVE ORDER NO. 20 EFFECTIVE DATE: FEBRUARY 21, 2012 REVISED: FEBRUARY 21, 2017

General Subject: Miscellaneous Policies

Specific Subject: Community Center Bulletin Board Policy

Purpose:

City staff is frequently asked to display announcements in the Community Center for various local community events and activities. The City desires to install a Community Bulletin Board in the Community Center to help publicize local community events and activities that are of general and current interest.

The purpose of this Administrative Order is to establish a limited public forum and to set forth viewpoint neutral and reasonable standards for the posting of noncommercial messages on the Community Center Bulletin Board. All commercial messages and advertisements, regardless of content, shall be prohibited.

Statement of Policy:

Postings Permitted: Noncommercial messages and advertisements concerning the following may be posted on the Community Center Bulletin Board:

- a) Educational, philanthropic, civic, charitable, cultural, or recreational activities, events, or fundraisers;
- b) Public service announcements; and
- c) City programs, events, or meetings.

Postings Prohibited: Content submitted that contains any of the following is prohibited:

- a) Content not typically related to the purpose of the Community Center Bulletin Board;
- b) Content that defames, abuses, harasses, stalks, threatens or violates the legal rights of others;

- c) Sexual content, profanity, vulgarity, obscenity, racism, hatred, slander, threats and/or violence;
- d) Content that promotes, fosters, or perpetuates discrimination or personal attacks on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation;
- e) Content that contains personal information about another person or that violates a person's privacy;
- f) Content that promotes specific commercial entities, causes, products, candidates for office, or political organizations;
- g) Any commercial advertisement;
- h) Conduct or encouragement of illegal activity;
- i) Information that may tend to compromise the safety or security of the public or public systems; or
- j) Content that violates a legal ownership interest of any other party.

The City will apply these restrictions in a manner that is viewpoint neutral and is consistent over time.

Procedure:

- a) No member of the public may directly post notices on the Community Center Bulletin Board. Only the Community Services Director may access the Community Center Bulletin Board.
- b) Any notice intended for posting on the Community Center Bulletin Board must be delivered to the Community Center reception desk. Community Center staff will forward the proposed notice to the Community Services Director for review and evaluation of the posting request consistent with the requirements set forth in this Policy.
- c) The Community Services Director shall determine whether a given notice complies with this Policy and is appropriate for posting. If deemed appropriate for posting, the Community Services Director will date stamp the notice and post it on the Community Center Bulletin Board.
- d) The maximum acceptable size for a notice is 8" x 11".

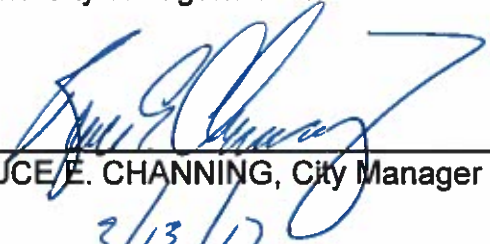
- e) Due to limited display space, the City may not be able to accommodate all notices submitted for posting. Priority will be given in the order received.
- f) Only one copy of a notice may be posted at a time, and no notice may be posted for more than one month, unless space is available. Notices containing specific dates for events and activities will be removed after the date(s) listed in the notice. Removed notices will be discarded.
- g) Notices posted or left in other areas in the Community Center, such as tables and counter spaces, will be immediately removed and discarded.

Interpretation of Policy and Discontinuance of Program:

- a) The City Manager is responsible for interpreting and enforcing this Policy, monitoring its implementation, and recommending changes to this Policy.
- b) The City Manager may immediately remove or otherwise discontinue use of the Community Center Bulletin Board in its entirety for any reason and at any time.

Approval:

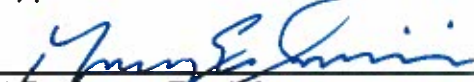
Administrative Order No. 20, as revised, shall be effective on the date set forth above for the City of Laguna Hills.



BRUCE E. CHANNING, City Manager
3/13/17

Date of Issue

Approved as to Form:



GREGORY E. SIMONIAN, City Attorney
3/8/17

Date of Issue