

RESOLUTION NO. 22-08

A Resolution of the City Council of Port Angeles, Washington,
adopting a Policy for Use of City Hall and City Workplace
Facilities.

WHEREAS, the purpose of the Policy for Use of City Hall and City Workplace Facilities
is to provide guidance and clarification for employees and the public on use of City Hall and City
workplace facilities; and

WHEREAS, the policy is necessary to avoid disruption of City business; to maintain and
enhance productivity; to maintain a high aesthetic of the premises by avoiding littering,
solicitation, and peddling; and to enhance safety and security of the premises; and

WHEREAS, the attached policy reasonably regulates the use of City Hall and City
workplace facilities;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Port Angeles,
Washington:

The attached Policy for Use of City Hall and City Workplace Facilities hereby is adopted.

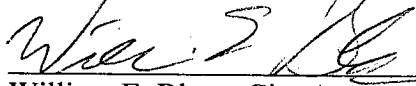
PASSED by the City Council of the City of Port Angeles at a regular meeting of said
Council held on the 16th day of December, 2008.


MAYOR

ATTEST:


Becky J. Upton, City Clerk

APPROVED AS TO FORM:


William E. Bloor, City Attorney



Policy for Use of City Hall and City Workplace Facilities

Effective Date: December 16, 2008

I. SCOPE

This policy covers all persons' use of City Hall and all other City Workplace facilities.

II. PURPOSE

The purpose of this policy is to provide guidelines for use of City Hall and other City workplace facilities.

III. GUIDELINES

A. General

Except as otherwise provided below, the campus of the Port Angeles City Hall, including all of the conference rooms, bulletin boards, meeting spaces therein, and all other City workplace facilities are not public fora. The City has not consented or agreed to designate such premises as public fora, and neither City Hall nor other City facilities were designed as public fora. This policy is intended by the City of Port Angeles solely for the purpose of reasonably regulating these premises consistent with their nonpublic status.

The designation of these premises as nonpublic fora is intended, among other things: to avoid disruption of City business; maintain and enhance productivity; protect City employees and those visiting the premises from receiving unwelcome messages; avoid disagreements among employees or visitors that might be provoked by solicitations, peddling, canvassing or unwelcome messages; avoid a littering problem; avoid the appropriation of City resources that are required for City use; maintain the high aesthetic and design qualities of the premises; avoid congestion, visual blight, and clutter; and enhance safety and the security of the premises.

B. Leafleting

The distribution of printed or written material to the public and/or City employees by non-City employees is not permitted within City Hall or other City facilities.

C. Peddlers, Solicitors, Canvassers

No peddling, soliciting, or canvassing is permitted within City Hall or other City facilities except that this policy does not prohibit a City employee from asking another City employee for a donation to a fundraiser provided that the request is (1) made on a limited basis, (2) done at a time and in a manner that does not interfere with City business, and (3) made in employee workplaces not freely accessible by members of the public.

D. Conference Rooms/Council Chambers

The Council Chambers, all conference rooms, and meeting spaces are to be used primarily for government business. The City may license others to use such spaces when they are not needed for City business. Priority of scheduling will be in the following order: City-related business, other governmental agencies, boards or officials, outside persons or organizations. Those desiring use of such spaces may make arrangements with the City of Port Angeles Recreation Division.

E. Political Candidate Site Visits

Within the ninety-day period prior to an election, a candidate is permitted to visit City Hall and/or other City facilities provided that such visit conforms to the time, place, and manner restrictions established by the City Manager.

F. Winter Holiday Displays

The City's own display of secular holiday symbols and decorations (e.g., a Christmas tree) in or on City facilities is permitted, provided that such display conforms to the standards approved by the City Manager.

G. Other Displays

No private party may post anything on bulletin boards or walls, or place or erect any sign, symbol, structure, or display within City Hall or other City facilities.

ISSUED:

APPROVED: 12-16-08