

# 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

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### **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;

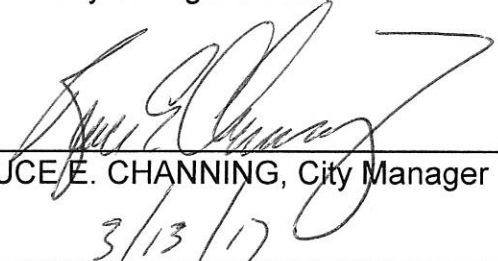
- e) Due to limited display space, the City may not be able to accommodate all notices submitted for posting. Priority will be given in the order received.
- f) Only one copy of a notice may be posted at a time, and no notice may be posted for more than one month, unless space is available. Notices containing 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.

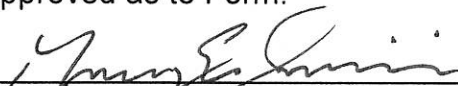
**Interpretation of Policy and Discontinuance of Program:**

- 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.

  
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BRUCE E. CHANNING, City Manager  
3/13/17  
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Date of Issue

Approved as to Form:  
  
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GREGORY E. SIMONIAN, City Attorney  
3/8/17  
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Date of Issue