

As part of the City of Irvine's desire to keep the public informed about matters that may be of general interest to residents and the community, the City recognizes the value of maintaining within City facilities a limited number of display racks for the distribution of certain informational publications. This policy establishes the types of publications that may be distributed in those locations and the regulations governing such distribution. Nothing in this policy is intended, and this policy shall not be interpreted, to transform the nature of City facilities into something other than a non-public forum.

Dissemination of publications to the public within City facilities and on City property surrounding City facilities must comply with all of the following:

1. Only publications authored by a federal, state or local government agency and publications authored by a public utility company providing services in the City may be displayed.
2. Information shall pertain to the announcement of governmental services or events, community events by the City or general information such as the location of outdoor hiking or biking trails and/or public transportation schedules. Publications related to any other subject, including but not limited to, political and religious publications, whether in collaboration with a public agency or not, are not permitted.
3. The name of the government agency or public utility company that authored the publication must be clearly identified on the publication.
4. Publications that only advertise products or services for commercial gain may not be displayed. Publications of public utility companies providing services within the City shall generally not be considered advertisements.
5. Dimensions of publications may not exceed 12" high by 11" wide.
6. Materials may only be placed in City-provided display racks. Publications must be submitted to the PIO Division for placement in display racks, and may only be displayed for a maximum of four weeks at a time. Dated publications, which generally are publications for which the print run is four weeks or older, will be removed at the discretion of the PIO Division. Evergreen timetables and longer-term public transportation schedules are exempt from the time limitation.
7. Space on the display racks is available on a "first-come" basis, and printed materials may not otherwise be deposited or displayed inside City facilities or on City property outside City facilities.
8. City of Irvine publications are exempt from the regulations set forth in this Policy. Publications subscribed to by the City are not intended to be on public display.
9. A copy of this Policy must be distributed to each City facility that displays publications, including timely distribution of any updates or amendments to the Policy, and this

Policy must also be made available on the City's website. All responsible City employees must receive training on the Policy, including timely training regarding any updates or amendments.