



CITY OF MILPITAS

| Revision | Date |
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| Original | 08/17/2021 |
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CITY COUNCIL POLICY

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| Policy No: 4-1 | EXHIBIT SPACES USE POLICY | Effective Date: 8/17/2021 |
| Revision No: N/A | Policy Administrator: Recreation and Community Services | Next Review Due: As Needed |
| Related Policies and Procedures: N/A | Approved by: City Council, 8/17/2021, C13 and 5-0 vote | Date Approved: 8/17/2021 |

1. PURPOSE

- 1.1. The City maintains exhibit spaces, including display cases, at City Hall, as well as other facilities that the Director of Recreation and Community Services designates for exhibit display.

2. POLICY

- 2.1. Use of the exhibit spaces is limited to those announcements and displays for commemorative, recognition, or educational purposes that are coordinated, run, sponsored, or co-sponsored by the Recreation and Community Services Department, other City Departments, or City staff.
- 2.2. Any person, community organization, or other group that wishes to have a commemorative, recognition, or educational display placed in an available exhibit space must apply for the City to co-sponsor such display. If the City agrees to co-sponsor a display, it will seek input and consider requests from the person, community, organization, or other group as to the imagery, language, and manner of the display, but will retain discretion over the final selection of such imagery, language, and manner of the display.
- 2.3. Interested persons or entities may apply for the City to co-sponsor an announcement or display by contacting the Director of Recreation and Community Services or designee providing information about the nature of the announcement or display and what, if any, materials the requesting party would like the City to publicize via use of the exhibit spaces. The City retains full discretion over the co-sponsorship approval process and may deny a request for co-sponsorship for any reason.
- 2.4. Exhibits shall be appropriate for all ages.
- 2.5. The City reserves the right to cancel use of an exhibit space for an announcement or display that has been approved for co-sponsorship by the City for any reason, which may include if the space is required for use by the City for other purposes.

3. DEFINITION(S)

- 3.1. Exhibit Space refers to display cases or other display structure provided by the City at its facilities.



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4. PROCEDURE(S)

- 4.1. Request for the City's Co-Sponsorship of an Announcement or Display and Use of City Exhibit Spaces.
 - 4.1.1. Any person or group seeking co-sponsorship of an announcement or display, and use of City exhibit spaces to publicize said announcement or display, shall submit in writing a request for co-sponsorship and for use of Exhibit Space to the Director of Recreation and Community Services describing the nature of the announcement or display, theme of the exhibit requested for display, sample exhibit items, and the contact person and information.
 - 4.1.2. The Director of Recreation and Community Services will evaluate the request consistent with this Policy.
 - 4.1.3. If the request conforms with the Policy, the exhibit will be scheduled based on exhibit space availability.
- 4.2. Set Up and Removal of the Exhibit
 - 4.2.1. Interest persons or entities, whose exhibit was scheduled, will set up the exhibit as directed by the Recreation and Community Services Director or designee.
 - 4.2.2. The exhibit must include a clearly visible sign identifying the City's co-sponsorship of the announcement or display, and the individual or group who coordinated the announcement or display in connection with the City.
- 4.3. Interest persons or entities assume responsibility for removing the exhibit at the time and in the manner specified when they schedule the exhibit.