

City Council Policy 20

Policy on Political Campaigning, Political or Commercial Advertising, and Solicitations at Municipal Facilities

This form is required when requesting the use of these facilities for charity drives; City Hall and remote sites of Fire, Transit, Public Works and Utilities, and Housing & Community Services.

The event must be registered with the City Manager's Office at least 10 days prior to the event. Please answer the following questions and forward to the City Manager's office.

1) Name and description of the event or fundraiser:

The event is to benefit a 501(c)(3) non-profit organization, a school, the City itself (including a department or program), or, with the approval of the City Manager or his/her designee, an employee or family member of an employee who has suffered a tragedy, including a serious illness or disability.

2) Date and timeframe of the event:

**The event will last no longer than one week without authorization of the City Manager or his/her designee.*

3) Where will the event take place?

4) Name of Responsible Employee or Department:

Responsible Employee/Department

Department Director / Date

An employee or City department must be responsible for the charity drive, to ensure it complies with the rules and does not disrupt the workplace.

Received in CMO by: _____ **Date** _____

Approved by Law: _____ **Date** _____

***Authorization for more than one week:** Approved:
 Not Approved:

City Manager

Date