

## CITY COMMISSION POLICY

Policy 20  
October, 2010

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

It is the policy of the City of Wichita to prohibit the use of municipal facilities, with certain exceptions, for political, charitable, and/or commercial uses. This policy should be interpreted to mean that all political campaigning, distribution of literature, charity drives, commercial and/or political advertising shall be prohibited within municipal facilities except as described below.

### Exceptions

1. Century II and Lawrence/Dumont Stadium - - These facilities are available for lease and may be used, for payment of a fee, for most political and commercial activities.
2. Park Facilities - - Use of Park facilities is governed by Chapter 9.03 of the City Code. Certain political and commercial activities are permitted.
3. Airport Property - - Some of the property and facilities at Wichita Mid-Continent Airport is available for lease and use of these facilities is governed by Chapter 9.22 of the City Code.
4. Cowtown - - Certain buildings and grounds are available for rent; use of rented facilities is subject to the terms of the rental agreement. Charitable fundraising to benefit Cowtown may be held at the facility.
5. Indian Center, Botanica, Art Museum and Historical Museum - - These facilities are operated and managed by governing boards. The use of these facilities is subject to the governing boards' policies.
6. Neighborhood City Halls - - Certain political and commercial activities are permitted when the facility is rented through the Park Department and use of the facility is governed by Chapter 9.03 of the City Code. If the facility is not rented through the Park Department, it cannot be used for any political, commercial, or charitable event.
7. Library Buildings - Certain exceptions are granted and use of these facilities is governed by separate Library Board Policy.
8. City Hall and remote sites of Fire, Transit, Public Works and Utilities, and Housing & Community Services -
  - a. Charity drives are permitted if all the following are present:
    - i. 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.
    - ii. The event is registered at the City Manager's Office at least 10 days prior to the event. The City Manager will advise the City Council of all charity drives.
    - iii. The event will last no longer than one week without authorization of the City Manager or his/her designee.

## CITY COMMISSION POLICY

- iv. 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 serious illness or disability.
  - v. The non-profit organization does not discriminate on the basis of race, color, religion, or gender.
  - vi. The charity drive cannot disrupt the efficient operation of worksite.
  - vii. No employee can be pressured to participate in a charity drive and no employee will be retaliated against for participating, or failing to participate, in a charity drive.
  - viii. The City Manager may terminate the fundraising activity if it is disruptive or otherwise inappropriate.
- b. Political and employee groups or candidates may distribute literature outside the buildings (or fences in the case of some remote locations) as long as the normal pedestrian or vehicular traffic flow is not interrupted.
  - c. The City Council may authorize the conduct of such informational campaigns on referenda issues of municipal concern as determined necessary by the City Council.
  - d. Subject to meeting room availability, the City Manager may authorize the use of City Hall facilities for the purpose of conducting informational or “town” meetings of a nonpolitical nature by officials of federal, state, or other local units of government.
9. Employees’ Emergency Assistance Fund – This organization is the only group authorized to solicit funds within any municipal facility. In connection with this organization, United Way may also solicit funds within any municipal facility.

### Authorization for Waiver

No Council member, Mayor, City Manager, or other municipal employee may grant a waiver to the provisions of this Policy. Persons or groups desiring a waiver to this Policy should request that the City Council revise this Policy to permit the desired activity.