

**CITY OF MISSION VIEJO
Administrative Regulations**

OFFICE OF THE CITY MANAGER

Number: 403
Sections: 1 – 6
Effective Date: 09/28/06

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SUBJECT: COMMUNITY SIGN POLICY

1. Purpose. The Community Sign at La Paz Road and Marguerite Parkway (“Community Sign”) serves to notify citizens and visitors of upcoming events that are (i) City-sponsored, or (ii) City co-sponsored, or (iii) sponsored by a local non-profit oriented or government assisting non-profit, or (iv) sponsored by any other local governmental entity, so long as Mission Viejo receives benefit(s) (collectively and individually “City Programming”). The information on the Community Sign, typically consisting of event dates/names/details/contact information, is updated usually on a weekly basis and may display the maximum of ten events at any one time.
2. Application. The Community Sign is a non-public forum and is not open for general public discourse. The City intends this Policy always be interpreted and applied in a manner that upholds and preserves the government speech only, non-public forum character of this sign. The Community Sign may publicize events that are City Programming. Events that are religious in nature may not be posted on the Community Sign. Requests to display event information on the Community Sign must be coordinated with the City Manager’s Office per the City’s Policies and/or Administrative Regulations, including, but not limited to the City Policy on the Community Sign.
3. Definitions.
 - 3.1. *Applicant.* Representative or agent representing the City, local non-profit or any other local governmental entity seeking to publicize an event on the Community Sign.
 - 3.2. *City of Mission Viejo Co-sponsored:* An event coordinated and conducted through a partnership between the City of Mission Viejo and another organization.

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- 3.3. *City of Mission Viejo Sponsored:* An event coordinated and conducted entirely by the City of Mission Viejo.
 - 3.4. *Event:* An organized function, open to the public, located within the City of Mission Viejo and benefiting the City and Mission Viejo residents. To be eligible, the event must occur within 14 calendar days of the first day the applicant seeks to post about the event on the Community Sign. City-sponsored and City co-sponsored events are excluded from this 14-day requirement herein as provided herein by Section 4.4. Meetings, classes, and other activities that occur on a regular basis as well as announcements or miscellaneous information are typically not considered events for display on the Community Sign.
 - 3.5. *Local Not-for-profit Organization:* Organizations located in Mission Viejo or that serve Mission Viejo residents that are registered with the State of California as a “not-for-profit” community organization and/or are exempt under section 501(c)(3) of the Internal Revenue Code.
 - 3.6. *Other Local Governmental Entity:* Any Mission Viejo local subsidiary of the Federal, State, County or City governments, including but not limited to school districts and schools serving Mission Viejo residents. The activity must be of benefit to the City and its residents to be considered for placement on the sign.
4. Policy.
- 4.1. The City of Mission Viejo shall, for the benefit of the community at large, allow for temporary display of event information on the Community Sign to promote events.
 - 4.2. The display of information on the Community Sign is limited to City Programming. Events that are religious in nature may not be posted on the Community Sign. “Not-for-profit” applicants shall submit proof of their non-profit status as defined herein by Section 3.5 concurrently with their application to post on the Community Sign.
 - 4.3. The City of Mission Viejo City Manager’s Department shall consider requests to display information on the Community Sign in the following priority:

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1. City of Mission Viejo sponsored events
 2. City of Mission Viejo co-sponsored events
 3. Local “not-for-profit” organization events that benefit the City
 - a. Size of event
 - b. Date application received
 4. Local governmental entity events that benefit the City
 - a. Size of event
 - b. Date application received
- 4.4. Event information shall typically be displayed for approximately seven days. The maximum allowable period of display on the Community Sign is:
1. Unlimited for City of Mission Viejo sponsored events.
 2. Unlimited for City of Mission Viejo co-sponsored events.
 3. Fourteen days prior to event for local “not-for-profit” organizations and/or local governmental entities.
5. Procedures.
- 5.1. Event information to be considered for display on the Community Sign must be submitted to the City Manager’s Office, not less than a minimum of three weeks prior to the event. The City Manager may, in his discretion, allow a shorter time period.
 - 5.2. Event name, date, phone number for more information, and contact person must be included with the request. Additional information such as event details, anticipated attendance, website, email address, and organization information is encouraged and may be required for a better understanding of the event and organization.
 - 5.3. “Not-for-profit” organizations shall submit proof of their non-profit status as defined herein by Section 3.5 concurrently with their application to post on the Community Sign.
 - 5.4. The City Manager and/or his designee shall review all information submitted and have final decision as to the information to be displayed on the Community Sign, including number of events to be displayed, number of lines on the sign per event, event information modification, and rejection of applications based on the established policies.

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- 5.5. The City Manager's Office shall notify the applicant whether the request is approved or denied.
6. Miscellaneous. All policies and regulations are subject to change at any time, and without advance notice. No rights are obtained or enforceable as regards to any request or submittal and all costs related to a submittal shall be solely borne by the applicant. The City shall not reimburse or subsidize any costs related to any application.

City Manager

Date