



City of Lakewood

M E M O R A N D U M

TO: Department Heads

FROM: Kathleen E. Hodgson, City Manager *KH*

DATE: June 12, 2013

SUBJECT: CITY OF LAKEWOOD GUIDANCE
DISTRIBUTION OF CAMPAIGN LITERATURE

This guide relates to the distribution of campaign literature at facilities owned by the City of Lakewood and at events sponsored by the City of Lakewood. Any person wishing to distribute information shall comply with the following:

1. With the exception of the Lakewood Civic Center Buildings (North, South, and Public Safety Buildings), campaign literature may be distributed only in the lobby areas during the hours the facilities are open. No distribution is permitted in classrooms, meeting rooms or staff offices.
2. The distribution of information in the Lakewood Civic Center Buildings (North, South, and Public Safety Buildings) is limited to the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except that when a public meeting is scheduled in the evening in the Council Chambers, distribution may occur during the time the building remains open to the public. Further, the distribution of campaign literature is limited to the lobby areas unless the lobby is in use by city staff for any reason. No distribution is permitted in City offices, in the entrances to those offices or in the hallways.
3. Anyone wishing to distribute literature shall respect the rights of others in municipal facilities or at municipal-sponsored events to be left alone.

If you have any questions regarding the distribution of campaign literature, please contact City Clerk Margy Greer at 303-987-7081.