



CITY OF MILPITAS AGENDA REPORT (AR)

Item Title:	Approve an Exhibit Space Use Policy for City Exhibit and Display Cases
Category:	Consent Calendar-Community Services and Sustainable Infrastructure
Meeting Date:	8/17/2021
Staff Contacts:	Renee Lorentzen, Director of Recreation and Community Services, 408-586-3409
<u>Recommendation:</u>	Approve the Exhibit Space Use Policy

Background:

The City maintains exhibit spaces, including display cases, at City Hall and well as other City-owned and operated facilities. The City encourages the use of these spaces to display commemorative, educational, or recognition items to benefit residents and visitors to the City of Milpitas.

The City currently does not have a policy that governs the use of display spaces and cases by the public. In adopting an Exhibit Space Use Policy, the City will be providing clear rules and procedures for interested community groups seeking to exhibit items in available City exhibit or display case spaces.

Analysis:

The proposed policy provides a framework for any person, community organization, or other group that wishes to have a commemorative, recognition, or educational display placed in an available exhibit to apply with the Director of Recreation and Community Services or her designee for the City to be co-sponsor of a display. The policy also clarifies that 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 retains discretion over the final selection of such imagery, language, and manner of the display. Exhibits must be appropriate for all ages.

The City retains full discretion over the co-sponsorship approval process and may deny a request for co-sponsorship for any reason.

Procedure

Exhibit Request and Approval

Those interested in working with the City on setting up a display will submit on a provided form, a description of the desired display including the theme, sample exhibit items, desired display time, main contact person for the display. The Director of Recreation and Community Services will evaluate and move forward with requests consistent with the Exhibit Space Use Policy.

Exhibit Set Up and Removal

Exhibit set up is the responsibility of the applying person or group. The exhibit must include a clearly visible sign identifying the City's co-sponsorship of the announcement or display, along with the name of individual or group who coordinated the display. Removal of display is also the responsibility of the applying person or group, who must have all items removed at the time and manner specified when they schedule the exhibit.

Fiscal Impact:

There is no cost associated with the adoption of this policy.

California Environmental Quality Act:

By the definition provided in the California Environmental Quality Act (CEQA) Guidelines Section 15378, this action does not qualify as a “project” for the purpose of CEQA.

Recommendation:

Approve the Exhibit Space Use Policy.

Attachment:

1. Draft of Exhibit Space Use Policy