

Corporate Policy

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Section:	Recreation Services	15
Sub-Section:	Recreation Facility Administration	7900
Title:	Galleria Use	04

Related Policies

Number	Title
Library Policy D2	Display and Distribution of Materials

Approvals

Approval Date: July 24, 2001	Resolution #: 01-190
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
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Corporate Policy Manual

Galleria Use

Policy

To encourage use of the City Hall Galleria as a community meeting place, the City will allow and facilitate the use of the Galleria for both City and community information, commercial activities, and arts and cultural displays.

Procedures

1. Interested community not-for-profit arts and culture groups may contact the Manager of Cultural Services to arrange for the installation of displays. The City reserves the right to limit the amount of time and space allocated. Generally, displays will be allocated a two-week period for exhibition. The City reserves the right to require removal of objectionable content or material that may be seen as inappropriate for this venue;
2. There will be no charge for the use of space; however, all other expenses will be at the sole cost of the community group or individual;
3. Commercial activities may be permitted where the City would receive commission from the sales of art works and/or other goods;
4. The following materials are NOT acceptable for posting, distribution, or display:
 - advertising or endorsements of a private or corporate business whose main purpose is profit;
 - materials which contravene the *British Columbia Human Rights Code*, the *Charter of Rights*, and/or the *Criminal Code of Canada*;
 - materials which may be of a libelous or defamatory nature;
 - materials which omit essential information such as date, time, place, or fee;
 - political posters of individual political parties or candidates, election signs, brochures, pamphlets, or other election propaganda;
 - petitions; and
 - donation boxes related to charity drives, canvassing, or money-raising activities.
5. All installations will be erected in such a manner so as not to create disturbing noise, odour, or other activity which might impact the City Hall and Library staff or patrons; and
6. The City shall not be liable or responsible for lost or stolen articles or materials. Galleria users will be required to sign a liability waiver. The City is not responsible for the return of brochures or display materials left on its premises.

Monitoring/Authority

Delegated to Manager of Cultural Services.