

## Can I hang up this flyer?



“That program/event/business sounds really great. However, we aren’t able to hang anything up that hasn’t been approved by the City of Cedar Park. Because we are a city entity you would need to get approval from the city for that.”

If they would like to pursue it further with the city they can call 512-401-5000.

—

In compliance with the City’s non-solicitation policy, we can only hang flyers for CPPL and official City of Cedar Park events. Suggest checking with coffee shops, local businesses or Half-Price Books. If the patron is very insistent, offer to take the flyer to put in the break room for staff.

Policy: The City of Cedar Park (the “City”) hereby prohibits all solicitation by any person at, on, or within all facilities owned by and under the active control of the City without the prior written authorization of the City Council and/or City Manager. In the event that the City Council and/or the City Manager authorizes solicitation: (i) the authorized person shall not move through City facilities unescorted and shall not disrupt staff during work hours; and (ii) the authorized person may only engage in solicitation in a place generally open to the public (e.g. a lobby or meeting room) and at such time(s) as specifically authorized by the City Council and/or the City Manager. The City Council and the City Manager shall not authorize any

solicitation at, on, or within any City facility used for any public safety purpose.

**TL;DR: We cannot hang or distribute non-city or library related flyers unless they have been approved by City Council or City Management. If something was approved, staff will be hanging the flyer themselves or we will be notified in advance about the person putting up the flyer.**

From file:

\\fileshare.user.cocpshare.cityofcedarpark.com\FileShare\Library\TARDIS\Anna\Scripts and Tips\Can I hang up this flyer.docx

And

RE: December circ retreat follow-up email (Dec. 14)