



DISTRIBUTION OF MATERIAL DEPARTMENT POLICY

PURPOSE:

To provide general guidance for dealing with companies or organizations that wish to distribute material in our parks or facilities.

POLICY:

It is the policy of the St. Louis County Department of Parks and Recreation not to facilitate the distribution of materials in County parks that is not park related by companies, organizations or individuals. However, in recognition of the desire of some companies, organizations or individuals to disseminate messages to the public in places where the public congregates, the following principles and rules shall apply.

Rules

1. 616.160 SOLICITATIONS PROHIBITED – Solicitation of any business or service is prohibited. No person, firm, or corporation is permitted to offer or advertise merchandise or other goods for sale or hire. The maintaining of a concession or the use of any park facility, building, trail, road, or other park property for commercial purposes is prohibited except upon written consent and approval of the Commissioner.
2. Distributing materials or soliciting donations or sales is essentially incompatible with the recreational use of park facilities, particularly those that occur within a structure such as the North County, Kennedy, or Greensfelder recreation complex, or St. Vincent or Affton community center. The incompatibility is less so when distributing or soliciting occurs outside within the park grounds.
3. The Complex Director, acting on behalf of the Park Commissioner, may, but is not required to, establish and designate areas within recreational complex/community center structures that are set aside for persons to stand within and, from the area, distribute materials or solicit donations or sales. The Complex Director should make the decision by considering if there are areas with the complex or other structure that may serve as such a designated area without being more than reasonably disruptive of recreational activities regularly occurring in the complex or structure. If a designated area is established, the Complex Director may determine the number of persons who may be stationed within the area so that no more than a minimum level of disruption will occur. If a designated area is established, it must be available to all who wish to use, within the parameters of the number of persons permitted to

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- occupy it at one time and the decision to allow use of the area must not be made by considering the identity of the person or group wishing to use it, or the message sought to be disseminated. If a Complex Director determines that his or her facility is wholly inappropriate for a designated area for persons to occupy, but believes that posting a message board would not be disruptive of recreational use of the facility, then a message board can be set up in lieu of a designated area.
4. Within the outside part of the grounds and provided a permit to sell is obtained from the department, when applicable, persons are to be permitted to distribute materials or solicit donations or sales, but only within areas designated by the Park Supervisor, acting on behalf of the Park Commissioner. Unlike the situation for the inside of recreational complexes/community centers, Park Supervisors are required to designate areas within parks from which persons may solicit or distribute materials. Each Park Supervisor should strive to locate the designated area in a place that will permit reasonable access to park users, but be minimally disruptive of park use. Once a designated area is established, the Park Supervisor may determine the number of persons who may be stationed within the area so that no more than a minimum level of disruption will occur. A designated area is established and must be available to all who wish to use it within the parameters of the number of persons permitted to occupy it at one time, and the decision to allow use of the area must not be made by considering the identity of the person or group wishing to use it or the message sought to be disseminated.
 5. Each year, each Park Supervisor shall evaluate the effectiveness of any decision made in keeping with this policy and may be required to relocate designated areas to improve effectiveness.
 6. Department Staff should refer to the Policy on Citizen Political Activity for further guidance on literature distribution under First Amendment Guidelines.

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