



**Placement of Publications
City of Fort Collins Recreation Facilities**

A. Purpose of this Policy

The purpose of this policy is to establish requirements and standards for the placement of all free publications (“magazines, periodicals, newsletters, newspapers”) in City of Fort Collins Recreation Facilities (“Facilities”). Non-city free materials shall not be allowed in the Facilities, including but not limited to leaflets, postcards, or fliers. Facilities included in the policy are listed on Attachment A. This policy **does not** apply to other City of Fort Collins facilities not-related to the Recreation Department, such as Gardens on Spring Creek, City Golf Courses, Parks Department operated buildings and others.

B. Background

The City of Fort Collins Recreation Department has permitted City-related and unrelated organizations to distribute free publications in Facilities without regulation. As a result, Recreation facilities have become overwhelmed with numerous publications. Publications often pile up and create an unsafe, unkempt and unsightly environment. Publications have been left in entry ways or hallway floors and not placed in distribution racks. In some cases, distribution racks have been provided by each individual distributor resulting in a lack of conformity and design.

In the past, distributors have overfilled distribution racks, have not properly disposed of past issues of their periodicals, and have placed surplus periodicals in the Facility’s waste stream. As a result, the City has been required to pay the resulting costs of clean-up and waste removal.

C. Policy

The City of Fort Collins Recreation Department will provide publication distribution racks in appropriate locations in Recreation Facilities. No non-City related publications may be distributed through means other than the designated distribution racks. All distributors wishing to distribute publications in Recreation Facilities must enter into a license



agreement with the Recreation Department. A copy of the license agreement may be obtained online at fcgov.com/recreation, Recreation Facilities or by contacting the Community Relations office at Recreator@fcgov.com or 970.221.6875.

Distributors will be required to pay the Recreation Department a license fee, which will be established to fund the cost of the distribution racks and the administrative costs associated with the program. The license will entitle the distributor to use a Recreation Department-provided publication rack. Distribution "slots" will be limited and licenses will only be provided for open slots on a "first come/first serve" basis, and based on completion and approval of licensing agreement and payment receipt.

The license agreement will also establish requirements for the removal of previous editions of publications; require removed material to be disposed of off of Recreation facility property; prohibit filling distribution racks beyond normal rated capacity per the license agreement (i.e. quantities may not overfill approved location), placing publications on floors, affixing or displaying advertising on distribution racks, using racks that are not licensed, or making alterations to the Recreation Department-provided racks.

The Recreation Department prohibits the distribution of publications in Facilities if the distributor fails to execute a license agreement for distribution racks or is found to be in default of an established license as reasonably determined by the Recreation Director, Public Relations Manager, or Facility Manager after being provided reasonable notice.

C. Licensing Fee

A licensing fee is required to secure a location at Recreation Facilities. Licensing fees are based on 1, 2 and 5 year agreements. All fees will be utilized to purchase and maintain distribution racks and to pay for administration expenses.

- 1 year licensing fee: \$250
- 2 year licensing fee: \$400
- 5 year licensing fee: \$1000



C. Process

Distributors interested in placing publications in Recreation facilities should follow the process below:

1. Complete the online application and license agreement located at fcgov.com/recreator.
2. Distributor will be contacted by City of Fort Collins staff once approved
3. Once approved, pay the licensing fee to the Recreation Department
4. The license entitles the distributor to use a Recreation Department provided publication rack
5. The distributor will be provided agreement dates and locations
6. A designated rack location or "slot" will be assigned to the distributor

Requirements:

1. Distribution racks must be monitored and maintained by distributor
2. Racks may not be "overfilled" to capacity
3. Publications may only be located in assigned rack (other areas in facility are not permitted)
4. No alterations may be made to City of Fort Collins distribution racks
5. When stocking your distribution rack location please remove the outdated publication.
 - a. Outdated publications will be disposed of by staff
6. When restocking, outdated publications must be removed by the distributor and not disposed of on City property.



Attachment A

Recreation Facilities linked to this policy include:

Fort Collins Senior Center

Publications are not allowed in the following Recreation facilities:

Pottery Studio

Club Tico

City Park Pool

Foothills Activity Center

The Farm at Lee Martinez Park

EPIC

Northside Aztlan Community Center

Mulberry Pool