



# Administrative Directive

Title: Petitioning, Picketing and Other Expressive Activities in City Buildings and Work Areas		Index Number: AD 3.01
Date of Adoption: 09/30/94	Date of Revision: 7/27/2022	Page: 1 of 2

## 1.0 Purpose and Need

City buildings and work areas are not public forums. This directive is established in view of the potential for disturbance caused by activities not related to the conduct of City business.

## 2.0 Administrative Directive

### Restrictions

1. No expressive activities including, but not limited to, petitioning, picketing, displaying signs or posters, solicitation, demonstrating, pamphlet distribution, and conducting polls are permitted in City buildings, in restricted areas adjoining such buildings, as defined by this directive or in City work areas.
2. Sales and soliciting orders for goods or services in City buildings and on public property are governed by Section 26-3 of the Virginia Beach City Code.

### Scope

1. This directive shall be applicable to all buildings which are owned or leased by the City, whether or not open to the public, and to exterior work areas such as equipment compounds, vehicle storage areas, and horticultural nurseries; provided that buildings and grounds administered by the Departments of Convention and Visitors Bureau, Museums, Social Services, Parks and Recreation, the Public Library, the Judicial Center, and any other buildings or facility designated by the City Manager, may be subject to individual departmental policies.
2. The exterior steps and ramps providing access to a building, adjacent lawns, the walkways which provide access to any building from its designated parking areas, parking lots, and the vehicle driveways serving such buildings shall be considered adjoining restricted areas for purposes of this directive; however, these guidelines do not restrict expressive activities conducted in compliance with the City Code on the public sidewalks adjacent to City streets.
3. Notwithstanding the prohibitions in paragraph 2.0(1) above, in light of its significance as the seat of local government, the Municipal Center shall have certain designated expressive activity areas. The attached maps, incorporated herein as Exhibit A, provide the locations of the expressive activity areas. Such areas shall be available for expressive activities including, but not limited to, petitioning, picketing, displaying signs or posters, solicitation, demonstrating, pamphlet distribution, and conducting polls. No signs may be posted or placed in such areas, but signs may be held or displayed by persons engaging in expressive activities. The expressive activity areas shall be available during the hours when offices within the Municipal Center are open for business as well as during and up to one hour before and one hour after any meetings of the City Council, the School Board, or any City boards or commissions. Unless a special events permit is required in accordance with the provisions of Section 4-1 of the City Code, there shall be no permit required for the use of the expressive activity areas in the Municipal Center.

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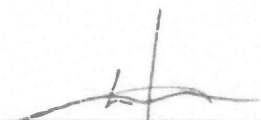
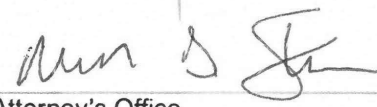

4. The restrictions contained in this Administrative Directive are not applicable to any City facility that is being used as a polling location. For the period of time when such facility is open for voting and 7 days prior, signs and expressive activities shall be permitted in the areas adjacent to the facility to the extent allowed by the City's Zoning Ordinance and applicable state law. The City reserves the right to impose additional reasonable, content- and viewpoint- neutral regulations necessary to permit safe and efficient operation of the voting location. The attached map, incorporated herein as Exhibit B, provides the locations of where signs are prohibited or limited in size.
5. These rules are content neutral, subject to evenhanded application, irrespective of message content.
6. These rules shall not restrict informational activities or displays conducted or sponsored by the City for the benefit of municipal employees or the general public, nor prevent public expression, conducted in accordance with established rules of procedure, at meetings of the City Council or of boards and commissions.

**3.0 Procedure to Accomplish Administrative Directive**

Any person in violation of this directive shall be advised of these provisions and afforded the opportunity to comply. If the person thereafter fails to comply, the supervisor or manager in charge of the building or work area, or his designee, should request him to leave; and if he refuses to do so, a police officer should be summoned and the person may be charged with trespassing.

**4.0 Responsibility and Authority**

The Director, Department of Public Works shall be responsible for the administration of this directive. The senior supervisor or manager present in any work area affected by unauthorized expressive activity shall be responsible for initiating appropriate action to terminate such activity.

Approved as to Content:	 <hr/> Director, Department of Public Works	7/29/2022 <hr/> Date
Approved as to Legal Sufficiency:	 <hr/> City Attorney's Office	7/29/22 <hr/> Date
Approved:	 <hr/> City Manager	8/1/22 <hr/> Date