

CITY OF SAN DIEGO, CALIFORNIA  
**COUNCIL POLICY**

**CURRENT**

SUBJECT: COUNCIL MEETING ROOMS, DISPLAY AREAS, AND  
FACILITY USE POLICY  
POLICY NO.: 000-10  
EFFECTIVE DATE: March 14, 2025

**BACKGROUND:**

The City of San Diego (City) maintains meeting facilities in the City Administration Building, including Council chambers and the Council Committee room (Meeting Facilities). The City also maintains display areas in the Meeting Facilities, the lobbies outside the Meeting Facilities, and in the lobby of the Council Administration Building for various exhibits and flags (Display Areas). This policy will apply to the City Administration Building and any other future location used for regular City Council business.

**PURPOSE:**

To establish a policy that defines the priorities and procedures for scheduling and use of Meeting Facilities, use of audio or visual equipment located at the Meeting Facilities, and use of Display Areas. The Display Areas and City flagpoles located in Display Areas and Meeting Facilities are not intended to serve as a forum for free expression by the public.

**POLICY:**

**A. Scheduling and Usage of Meeting Facilities**

1. Priority: The scheduling and use of Meeting Facilities shall be prioritized as follows:

First, Council and Council Committees;

Second, the Mayor's Office;

Third, the City Attorney's Office;

Fourth, City departments;

Fifth, City boards and commissions;

Sixth, City employee organizations; and

Seventh, community meetings sponsored by one or more Councilmembers, the Mayor, the City Attorney, or a City department.

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2. Usage: Meeting Facilities shall be used by official governmental bodies to conduct official City business. Community groups sponsored by at least one City Councilmember, the Mayor, the City Attorney, or a City department, may use Meeting Facilities provided a staff member from the sponsoring office is in attendance for the duration of the use.

Meeting Facilities shall not be used for non-city business, including personal or political activities.

The maintenance and security of the facility at the end of the meeting shall be the responsibility of the facility user or designated representative.

3. Scheduling: The Office of the City Clerk shall schedule use of Meeting Facilities.
4. Training: Anyone requesting to use Meeting Facilities must complete a training session on the proper usage of the equipment and features of the specific rooms prior to the first use.

**B. Audio or Visual Media Use Guidelines at Meeting Facilities**

1. Audio or visual media may be submitted in advance of Council and Council Committee meetings for display during Council or Council Committee meetings as provided for in the agenda for each meeting.
2. The City shall not accept Universal Serial Bus (USB) or other peripheral devices to share media files from any member of the public for use during any meeting. For network security purposes, City staff shall not accept or insert USB or other peripheral devices received from a member of the public or an unknown source into any City computers and other equipment.

**C. FLAG POLICY**

1. The flags of the United States, the State of California, and the City of San Diego shall be flown in the City Administration Building and Council Chambers. Flag displays at Meeting Facilities shall comply with Title 4, Chapter 1 of the United States Code, sections 1 through 10, and California Government Code sections 430 through 439, as may be amended. The United States flag shall be given precedence and the State of California flag shall have precedence over the City flag.

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2. The Council may authorize the display of other flags in the Meeting Facilities and Display Areas, including flags to commemorate an event, occasion, or visiting foreign dignitaries. A list of approved commemorative flags is contained in Attachment A. All commemorative flags must be approved by Council resolution containing the following information:
  - (a) The dates and locations the commemorative flag shall be displayed;
  - (b) A finding that the display of the commemorative flag constitutes government speech, meaning the particular message to be conveyed by the flag is a message the Council wishes to express on behalf of the residents of the City; and
  - (c) A statement describing the particular message conveyed by the commemorative flag and expressing the reasons the Council wishes to express that message on behalf of the residents of the City.
3. Under no circumstances shall the Council authorize the display of a flag that:
  - (a) Proposes a consumer transaction;
  - (b) Represents a group, organization, or movement that advocates the unlawful overthrow of the state or federal government;
  - (c) Commemorates a rebellion against the federal government by the government of any state;
  - (d) Advocates for discrimination or intolerance against individuals on the basis of any classification specified in California Civil Code section 51;
  - (e) Endorses or expresses preference for any religious sect;
  - (f) Advocates for or against any candidate for public office, political party, or a ballot measure or proposition; or
  - (g) Is considered highly offensive to persons with average sensitivity within the community.
4. The Council will only consider requests for the display of a commemorative flag from the Mayor, City Attorney, or from one or more Councilmembers.

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**D. DISPLAY AREAS**

1. The purpose of the Display Areas is to increase public awareness of community, educational and cultural groups, and activities in the City of San Diego.
2. Any government agency, City employee organization, non-profit group, or community/civic organization requesting to use a Display Area for this purpose must complete and submit a Request for Display Application to the Office of the City Clerk.
3. Any government agency, City employee organization, non-profit group, or community/civic organization requesting to use a Display Area must be sponsored by the Mayor, City Attorney, a City Councilmember, or a City department.
4. Guidelines for displays:
  - (a) The display must be compliant with the Americans with Disabilities Act of 1990 and Title 24 of the California Code of Regulations.
  - (b) Request for Display Application must be submitted to the Office of the City Clerk at least two weeks before the requested display date. Dates are subject to availability.
  - (c) Applicants must furnish all materials.
  - (d) Price tags on displayed items are not allowed, but typed names and phone numbers may be affixed to items.
  - (e) All display-related material must stay within the designated Display Area. Materials outside the designated Display Area shall be removed by the applicant or City staff.
  - (f) The City of San Diego is not responsible for damage to or theft of displayed items.
  - (g) Displays must be installed and removed during business hours of the Office of the City Clerk.
5. Displays must be removed on or before the removal date confirmed on the Request for Display Application. Failure to timely remove a display may result in the loss of privileges for future displays in the Display Area. Any displayed materials that are not timely removed or are left behind will be disposed of by the City Clerk.

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ATTACHMENT A

APPROVED SPECIAL FLAGS AND DESCRIPTIONS

- a. Kumeyaay Nation Flag: Representing the member bands of the Kumeyaay Indian Nation, the original inhabitants of the unceded land now known as San Diego.  
  
Displayed year round.
- b. Progress Pride Flag: A symbol of lesbian, gay, bisexual, and transgender (LGBTQ+) pride and social movements.  
  
Displayed for the month of July and October.
- c. Juneteenth Flag: The Juneteenth flag is a symbol for the Juneteenth holiday in the United States. The colors and symbols on the flag are representative of freedom and the end of slavery.  
  
Displayed for the month of June.
- d. Recognized Foreign National Flags.  
  
Displayed for visiting foreign dignitaries.

**HISTORY:**

Adopted by Resolution R-187315 – 05/19/1966

Amended by Resolution R-219494 – 10/12/1977

Amended by Resolution R-268139 – 04/20/1987

Amended by Resolution R-310843 – 12/06/2016

Retitled to “Council Meeting Rooms, Display Areas, and Facility Use Policy” and

Amended by Resolution R-316102 – 03/14/2025