

# City of Marshfield Policies and Procedures

## Chapter 6: Parks and Recreation

**SUBJECT:** Brochure Advertisements

**POLICY NUMBER:** 6.021

**PAGES:** 1

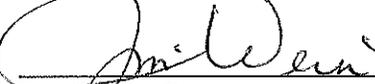
**EFFECTIVE DATE:** 10/23/02

**REVISION DATE:**

**PERMANENT DELETION DATE:**

**DEPARTMENTS OF PRIMARY RESPONSIBILITY:** Parks and Recreation

**APPROVED BY:**

  
\_\_\_\_\_  
Jim Wein, Chairperson  
Parks, Recreation, and Forestry Committee

**Special Notes:** This policy/procedure manual does not in any way constitute an employment contract, and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

### Purpose

This policy and procedure has been developed to provide direction and guidelines to assist the Parks and Recreation Department in soliciting advertisers for the program brochure. The brochure is provided to the community at various times each year. The brochure includes a listing of programs and citywide special events available to the citizens of Marshfield and the surrounding area.

The Parks and Recreation Department solicits potential advertisers to assist with the costs of printing and distribution of the information contained in the brochure to the community.

### Brochure Advertisements

1. Advertisements can be taken out in a variety of sizes with a fee contingent on the size.
2. The City of Marshfield reserves the right to select advertisers on a season-to-season/year-to-year basis.
3. The advertisements shall not be used to present any obscene or indecent material. Obscene or indecent material is defined as any material in an advertisement that would be deemed indecent or obscene by local community standards.
4. **The Parks and Recreation Department reserves the right to use discretion in regard to whether a particular advertisement will be acceptable or not regarding the content of the advertisement. It is the intent of the Parks and Recreation Department to utilize such advertisers that have businesses or services that are related to those that are provided by the City or that foster the City's interests. It is further the policy of the Parks and Recreation Department to restrict its advertisements to those that do not promote the use of alcohol, pornography, and tobacco products.**