

FACILITY RULES OF CONDUCT

We welcome you to our Facility.

In order to maintain the Facility's peaceful atmosphere, facilitate usage, preserve ease of access to equipment and materials, and protect Facility property, we require all visitors to observe the following:

- **Demonstrate common courtesy to fellow participants, community members, and staff.**
- **Maintain an environment where conflict and differences can be addressed in a respectful manner.**
- **Treat public and private property, City facilities and equipment with courtesy.**
- **Cooperate with City staff in maintaining safety, order, and discipline.**
- **Observe program rules and regulations, follow staff direction, and abide by posted rules at all times.**

THE FOLLOWING IS PROHIBITED AT CITY OF BURBANK PARKS & RECREATION FACILITIES:

1. Acts of discrimination and/or verbal, physical, or visual harassment based on any of the following protected characteristics: age, sex, race, color, national origin, ancestry, gender, gender identification, sexual orientation, genetic information, marital status, religion, citizenship status, medical condition, military and veteran status, or any disability protected by State or Federal law;
2. Possession of firearms, weapons, and dangerous and/or hazardous materials; (BMC 5-3-804);
3. Possession or usage of alcoholic beverages or illegal drugs, or reporting to a program under the influence of drugs or alcohol (BMC 5-3-108, BMC 5-3-210, BMC 5-3-211);
4. Smoking (including the use of electronic smoking devices) inside the building. Smoking is permitted only in designated areas outside the building (BMC 4-1-704);
5. Sexual misconduct such as indecent exposure, touching, or harassing patrons or staff); sexual acts of any type; viewing child pornography or exposing a child to any pornography;
6. Conducting personal commercial activities without a City-issued permit, including but not limited to the unauthorized sale or display for sale of goods, tickets or services. This applies to any persons, firm, corporation or charitable organizations engaging in or to attempting to engage in any business, activity or act for financial compensation (BMC 3-3-801.1); or aggressive soliciting in the building, on the grounds or in the parking lot; conducting unauthorized events, demonstrations, or campaigning unless expressly allowed by law;
7. Unauthorized borrowing and/or tampering with another person's property/belongings; leaving belongings unattended. Consult with front office staff regarding use of the Facility, including room reservations, set up, and use of equipment;
8. Damaging City property. Persons caught breaking, defacing, or destroying property will be required to leave the Facility and may be criminally prosecuted. In the case of minors, the parent or legal guardian of that minor shall be liable for payment of the fine;
9. Disruptive outbursts; use of loud, abusive, profane or threatening language; threatening or harassing behavior towards or around others; making threatening gestures, including prolonged staring at an individual; unwanted touching; or any behavior that could constitute assault;
10. Disruptive cellular phone conversations; the use of electronic devices without headphones or unauthorized use of amplified sound, such as: radios, music players, video games, and computers, that results in discomfort or annoyance to a reasonable person of normal sensitivity; charging personal electronic devices through the use of Facility resources;
11. Animals are not allowed in the Facility, with the exception of service animals, as defined by the Americans with Disabilities Act. The owner must be in physical proximity and have full control of the service animal at all times;
12. Persons exhibiting illness, poor personal hygiene, and/or related conditions that may compromise the health of others may be asked to leave the Facility until the condition is remedied. This includes persons wearing scented products strong enough to be disruptive or persons bringing personal items with a foul odor into Facility;

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13. Commercial photography, videotaping, or recording of any kind without a permit issued by the City; non-commercial photography is permitted within reasonable community standards;
14. Loitering, laundering or preparing food in public restrooms; shaving, showering, or bathing in public restrooms with the exception of Aquatic patrons utilizing the pool locker rooms; sleeping for more than one hour inside a Facility;
15. Improper attire. Shoes and shirts must be worn at all times;
16. Allowing children to be left unattended;
17. Any inappropriate or unsafe behavior creating a disturbance in any manner that interferes with people's ability to use the Facility or staff's ability to do their job; any conduct that endangers the life, safety, health and wellbeing of others;
18. Any illegal activities prohibited by local, State and Federal law.

CONSEQUENCES

Any violation of these Facility Rules of Conduct or the commission of other illegal conduct in the Facility may be addressed in the following manner:

- **Verbal Warning.** Notification of violation and reference to the Facility Rules of Conduct;
- **Immediate eviction from the Facility.** Immediate eviction shall mean removal from the Facility, and banishment from any other Parks and Recreation Facility, for the remaining hours of operation for the day of eviction;
- **Suspension of Facility privileges.** Suspension of Facility privileges may include, but is not limited to denial of access to the Facility and all Facility services for one or more days. The effective date and length of suspension shall be determined by the Facility Supervisor, depending upon the scope and severity of the violation, and notice of such suspension shall be made in writing;
- **Criminal Sanctions or any other remedy available under local, State, or Federal laws.**
- **Permanent Suspension.** In extreme cases involving illegal behavior or repeated suspensions with no positive change in behavior, a permanent suspension may result.

THE ABOVE REMEDIES MAY BE CUMULATIVELY APPLIED.

APPEAL PROCESS

APPEAL OF SUSPENSION. Anyone who has been suspended from the Facility for five or more days may appeal the suspension by submitting a written request within 7 days of the suspension to the Facility Supervisor and/or the **Parks and Recreation Department located at: 150 North Third Street Burbank, CA**

- Appeals shall not be considered for suspension lasting between one and four days.
- The written request for appeal should include the reasons for requesting an appeal and contact information. All appeals shall be heard by the Parks and Recreation Director, or a designee, within 7 business days of the receipt of the request. The suspension will be upheld until overturned. The decision of the Parks and Recreation Director, or a designee shall be final.