REGULATION OF THE CITY OF PALO ALTO REGARDING PROHIBITED CONDUCT
IN COMMUNITY CENTERS, THEATERS, INTERPRETIVE BUILDINGS AND ART CENTER

As authorized by Palo Alto Municipal Code section 2.08.050, the following regulation is adopted, to be effective fifteen days following submission to Council made the date stated below.

In order to preserve and provide public access to City of Palo Alto recreation, art, science, theater and cultural services provided at City community centers, theaters, interpretive buildings, and Art Center, the following conduct which interferes with those services is prohibited and may be grounds for removal from and denial of access to City community and art centers, theaters and interpretive centers. Violation of these regulations will not be considered a violation of municipal law subject to criminal penalties, although the conduct may independently be punishable as a crime under federal or state law.

Community centers, theaters, interpretive centers, and Art Center (hereafter referred to as "covered facilities") are defined to include all buildings and interior premises of the Lucie Stern Community Center, Children's Theatre, Community Theatre, Junior Museum & Zoo, Mitchell Park Community Center and Field House, Art Center, Peers Park Field House, Lucy Evan Baylands Nature Interpretive Center, and Foothills Park Interpretive Center. "Covered facilities" also include those public buildings of the Cubberley Community Center except those rooms which are governed by the terms of individual lease agreements for exclusive use.

1. No person other than authorized City staff or other persons specifically authorized by City staff to enter or remain in the facilities to assist City staff or to attend special event functions sponsored, co-sponsored, or authorized by City staff shall enter or remain in the "covered facilities" after posted closing hours. A “special event” function is defined as any class, lecture, program, theatre production, or a special-use event specifically permitted by the Director of Community Services that is produced, sponsored, co-sponsored, or permitted by the City of Palo Alto.

2. No person shall enter areas of the "covered facilities" posted for use by City staff only other than authorized City staff or other persons specifically authorized by City staff to enter or remain in those areas of the "covered facilities" to assist City staff or to attend special event functions sponsored or authorized by City staff.

3. No person shall obstruct "covered facilities" entrances or exits, aisles or program areas in any manner which impedes or restricts public access or presents a safety hazard. This restriction shall not apply to City staff or contractors utilizing building entrances, exits, or aisles for maintenance or repair or for loading or unloading of materials.

4. No person shall bring a bicycle, tricycle or similar wheeled conveyance into the public areas of the "covered facilities" or leave such devices at the entrances or exits of the buildings in a manner which impedes or restricts public access, presents a safety hazard, or in any way damages a facility or premises. This restriction shall not apply to persons utilizing wheelchairs or similar medically-required devices within the buildings. "Covered facilities" patrons may use children's strollers or similar conveyances when necessary to transport young children into and within the buildings provided they are used in a manner or location that does not restrict public access to building entrances, exits, aisles or program areas. City staff may, however, store such conveyances in accordance with department procedures.

5. No person shall bring any animal into the "covered facilities" other than service animals assisting individuals with disabilities or animals under the control of a police officer, animal handler or performer authorized by City staff to attend a special event conducted in the "covered facilities."

6. No person shall use "covered facilities" restrooms (excluding shower rooms or locker rooms expressly provided for this purpose) for bathing (except for washing of hands and face),or washing or drying of clothes or utensils unless to assist City staff or authorized by City staff. No person shall use "covered facilities" restrooms or public areas for meal or food preparation unless to assist City staff or authorized by City staff.

7. No person shall engage in running, skateboard~~s~~ing, roller skat~~es~~ing or otherwise use coasting devices, or loud or boisterous conduct in "covered facilities." No person shall engage in loud or boisterous conduct on "covered facilities"

premises sufficiently close to "covered facilities" buildings as to interfere with the use of the facilities by patrons, visitors or City staff.

8. No person shall engage in threatening or intimidating language or conduct directed at patrons, visitors or City staff on "covered facilities" premises in any manner which interferes with the use of facilities by other patrons, visitors or City staff.

9. No person shall enter into or remain within covered facilities emitting offensive odors (including bodily odors, perfumes, etc.) which unreasonably interfere with the use of covered facilities' services by other patrons, visitors or City staff.

10. No person shall move, alter or rearrange "covered facilities" furniture or equipment, including altering the configuration or settings of computer equipment or programs, for their personal use (other than for medically required purposes) without the authorization of "covered facilities" staff.

11. No person shall eat food or drink liquids (except water in enclosed containers or medically required food or beverage) in public areas of the "covered facilities" other than at special events or in designated dining areas authorized by staff. Food or beverage of any type, with the exception of water in a covered contatiner, is strictly prohibited in theatre auditoriums and Art Center exhibition galleries. Use of food and beverage in meeting rooms and other rented areas within "covered facilities" will be regulated by the specific terms of the facility use agreement.

12. No person shall solicit funds or donations from patrons, visitors, or staff within the "covered facilities" other than through posting of solicitation information on areas specifically provided and posted for that purpose by City staff. Support organizations working on behalf of "covered facilities" or City staff who have been specifically designated and authorized by the Director of Community Services may conduct charitable solicitations in locations and at times and in a manner authorized by City staff. “Covered facility” renters may conduct fund raising events, solicit funds or disseminate information in locations and at times and in a manner regulated by the specific terms of each facility and the facility use agreement. This regulation shall not apply to Cubberley Community Center tenants.

13. No person shall sell, offer to sell, or display for the purpose of sale any commercial product, service, or device within the "covered facilities" or upon those premises other than through posting of information on areas specifically provided and posted for that purpose by City staff, or at events authorized by a facility use agreement or City staff. Support organizations working on behalf of "covered facilities" who have been specifically designated and authorized by the Director of Community Services may conduct commercial transactions supporting City purposes in locations and at times and in a manner authorized by City staff. “Covered facility” renters may conduct commercial transactions or offer products for sale in locations and at times and in a manner regulated by the specific terms of each facility and the facility use agreement. This regulation shall not apply to Cubberley Community Center tenants.

14. No person shall camp on "covered facilities" premises, unless that person is a part of a registered class or summer camp or specifically designated and authorized by the Director of Community Services as part of a special event. Camping means the use of any portion of "covered facilities’" premises for living accommodation purposes

15. Anyone who repeatedly occupies covered facilities and interior premises while sleeping in excess of thirty minutes after being requested not to do so will be considered to intend to use the "covered facility" for sleeping purposes. No person other than a child under the age of four years shall use covered facilities primarily for sleeping purposes as this may unreasonably interfere with the use of covered facility services by other patrons or City staff.

16. No person shall use sound, light generating, or amplifying devices within covered facilities and interior premises in any manner which interferes with the conduct of City business or with any in-progress meeting or special event except in those instances where sound, light generating, or amplifying devices are used by City staff or authorized by City staff in order to conduct City business**.**

adopted 7/27/1998
revised May 1, 2006

COMMUNITY CENTER RULE ENFORCEMENT AND APPEALS

Applicable to Regulations of the City of Palo Alto
Regarding Prohibited Conduct in Community and Art Centers, Theatres,
Interpretive Centers, and Museums (Covered Facilities)

In order to be fair and equitable in the application of City community building regulations and to provide a written record of the enforcement of these regulations, the following procedures will be applied by Community Services staff. Staff will at all times endeavor to correct inappropriate customer behavior in a polite, respectful, and problem-solving manner.

Cause to Expel Persons from Community and Art Centers, Theatres, Interpretive Centers, and Museums (Covered Facilities) and Not Allow Their Return the Same Day

Prior to beginning the following procedure, the visitor/customer should be invited to speak privately with the staff member or supervisor. Staff should explain the importance of building regulations and how violation of the regulations affects other visitors or programs. The visitor should understand that continued or repeated violation of the rules may result in suspension of visitor privileges, including being asked to leave the building or premises.

1. Inform the person that despite past warnings, violation of one or more regulations has occurred again, and the person must leave the building or premises. The expulsion does not limit the person from entering other Community Services facilities.

2. Reiterate to the visitor/customer that their cooperation is important. If the person feels the expulsion is unfair or unreasonable, suggest the intervention of a supervisor to hear his or her objection to the staff action. The supervisor will consider the visitors appeal and then decide appropriate action. The supervisor's decision will be final.

3. If a supervisor is not available at the facility where the violation of the regulations has occurred, a Community Services management employee from another facility may hear the person's objection to the staff action, and then decide appropriate action. Although face to face discussions are preferred, if necessary, a supervisor from another facility may consider the appeal by phone.

4. The final action of each incident, together with the visitor/customer's objections, must be reported on an 'Incident Report Form' and be reviewed by either the Division Manager of Arts and Science, Recreation and Golf, or Open Space and Parks.

Repeated violations by the same individual

1. If a person repeatedly violates any one or more regulations, and has been warned and requested to leave the building or premises within the past ninety days, it may be necessary to suspend that person from that particular facility for longer than one day. If this is the case, the person will be informed of the length of the suspension, which would depend on the number of times staff has had to ask the person to leave the facility in the past 90 days. The expulsion does not limit the person from entering other Community Services facilities.

2. The second expulsion from a facility within ninety days will be for three days. The third expulsion from the same facility will result in a seven day suspension. The fourth expulsion from the same facility will result in a fourteen day suspension, as well -as other possible remedies to the conflict.

3. As with any situation involving expulsion from a covered facility, if the person feels the expulsion is unfair or unreasonable, suggest the intervention of a supervisor to hear his or her objection to the staff action. The person should request this hearing at the time the suspension decision is made. The supervisor will consider the visitors appeal and then decide appropriate action. The supervisor's decision is final.

4. If for some reason additional information about an incident needs to be gather before a decision to suspend is made, in all cases staff will make a final decision within two days of the decision to suspend.

5. If a supervisor is not available in the facility where the violation of the regulations has occurred, the matter will be appealed to either Division Manager of Arts and Science, Recreation and Golf, or Open Space and Parks. The Director's decision will be final.

6. Each final action taken must be reported on an 'Incident Report Form' and reviewed by either the Division Manager of Arts and Science, Recreation and Golf, or Open Space and Parks.

7. A copy of written records shall be maintained in the Community Services Administration offices at the Lucie Stem Community Center.

7/27/1998
Revised May 1, 2006