

**CITY OF ARLINGTON  
PARKS AND RECREATION DEPARTMENT**

**FACILITY CONDUCT POLICY**

Policy # PK504.01

**I. Statement of purpose**

The purpose of the Facility Conduct Policy is to insure safe, secure and enjoyable environment for all users of Arlington Parks and Recreation Facilities. It is essential to the enjoyment of the facilities by its patrons that a non-threatening, pleasant atmosphere be maintained and that the behavior of a patron is not allowed to disrupt the experience of others. This document provides formally recognized management expectations of conduct in parks and recreation facilities.

The goals of the Facility Conduct Policy include the following:

- Establish and enforce facility conduct expectations.
- Establish best practices regarding facility management.
- Prevent or minimize risks to the Parks and Recreation Department.

**II. Definitions**

- a. MEMBERS – shall refer to a person or organization that utilizes the goods or services from the City of Arlington Parks and Recreation Department
- b. SUSPENSION - the act of temporarily removing a member from a center and/or activity and the associated privileges

**III. Delegations of Authority**

This policy applies to all Parks and Recreation centers. Parks and Recreation personnel involved in supervision activities will administer the policies to ensure a safe environment for all customers and staff.

The City of Arlington Parks and Recreation Department is committed to providing all members and guests with a healthy and safe environment during their visit to our facilities. The Parks and Recreation Department will work in conjunction with patrons to ensure their safety in all centers. Members, guests and other visitors must follow all policies and procedures established by the Department during their visit. Failure to do so may result in suspension or permanent removal from parks and recreation facility access.

**IV. Procedures**

To ensure the safety of all members and guests, the following policy and procedures governing conduct in recreation centers are established:

- a. Members, guests, and other visitors are expected to adhere to the following behavioral guidelines
  - i. Each member shall furnish proper facility identification upon request
  - ii. Running in the building is prohibited
  - iii. Tobacco and e-cigarette products, matches or lighters are prohibited
  - iv. General horseplay is prohibited
  - v. Attire suitable for or aimed at families with children required for facility usage
  - vi. Profanity, belligerent, vulgar language and/or defiant or abusive speech is prohibited
  - vii. Bullying, harassment, and/or discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other characteristic protected by law is prohibited
  - viii. Behavior that causes a hostile environment which may put members, guests, or staff in danger is prohibited
  - ix. Physical contact that is not welcomed by any member, guest or employee is prohibited
  - x. Misuse or abuse of equipment is prohibited
  - xi. Unauthorized entry into the recreation/athletic center is prohibited
  - xii. Loitering is prohibited
  - xiii. Fighting is prohibited
  - xiv. Unauthorized possession of a weapon or other dangerous materials is prohibited
  - xv. Vandalism or act resulting in property damage is prohibited
  - xvi. Consumption, possession, sale or transfer of illegal substances or alcohol is prohibited
  - xvii. Theft, tampering, removal or unauthorized possession of property belonging to members, guests, or employees is prohibited
  - xviii. Animals are prohibited from entering into any center facility with the exceptions listed below:
    - The animal is a police service animal under the supervision of a police officer in the performance of his official duties; or
    - The animal is a "service dog" performing duties of assisting the disabled.  
(Amend Ord 01-025, 3/27/01)
  
- b. Consequences for failure to follow behavioral guidelines
  - i. **One Day Suspension** – Immediate ejection from location for the remainder of the day
  - ii. **One Week Suspension** – One week suspension from all Arlington Parks and Recreation Centers
  - iii. **30 Day Suspension** – Thirty day suspension from all Arlington Parks and Recreation Centers\*
  - iv. **One Year Suspension** – One year suspension from all Arlington Parks and Recreation Centers\*

\*Appealable suspension
  
- c. Consequences will be documented on the member's account in Active Net

- d. Due to the relative severity of specific offenses, the Parks and Recreation Department reserves the right to assign any of the aforementioned consequences and/or as a Criminal Trespass issuance based on the full circumstances of the violation(s) and history of the member.
- e. Guidelines will be provided to all members in a written form
- f. Members shall acknowledge in written form the acceptance of behavioral guidelines.

**V. APPEALS PROCESS**

Any person aggrieved by an action to suspend the use of the facility may appeal the action by filing a statement, within 7 days of the suspension start date; in writing to the Assistant Director setting forth the reason(s) such person believes the suspension is improper. All relevant and applicable information shall be reviewed and considered by the Assistant Director including but not limited to complaints and statements from guests; statements and incident reports from staff; video and audio files of the incident or incidents; and any information submitted by the suspended party or their representative. Such appeal shall be considered and ruled upon by the Assistant Director or a person acting on behalf of the Assistant Director. The Assistant Director may conduct such interviews and gather information as he/she deems necessary and may, without being obligated to do so, amend the term of the suspension within fifteen (15) days of filing the written statement of appeal. Decisions on appeal by the Assistant Director are final.

**VI. MISCELLANEOUS/ATTACHED FORMS**

- a. Proposed written member documentation to be attached at a later date.