

CITY OF ARLINGTON
PARKS, RECREATION & CULTURE
FACILITY CONDUCT POLICY
POLICY # PKS504.01



STATEMENT OF PURPOSE

The purpose of the Facility Conduct Policy is to ensure a safe, secure, and enjoyable environment for all users of Arlington Parks, Recreation & Culture (APRC) facilities. It is essential to the enjoyment of our 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 formally recognized management expectations of conduct in APRC 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 APRC

DEFINITIONS

Members: refers to a person or organization that utilizes the goods and services from APRC

Suspension: the act of temporarily removing a member from a facility and/or activity and the associated privileges

DELEGATIONS OF AUTHORITY

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

APRC is committed to providing all members and guests with a healthy and safe environment during their visit to our facilities. APRC 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 APRC during their visit. Failure to do so may result in suspensions or permanent removal from APRC facilities.

PROCEDURES

To ensure the safety of all members and guests, the following policy and procedures governing conduct in APRC centers is established.

FACILITY RULES

Members, guests, and other visitors are expected to adhere to the following behavioral guidelines.

- Each member shall furnish proper facility identification upon request
- Running in the building is prohibited
- Tobacco and e-cigarettes, vapes, matches, or lighters are prohibited
- General horseplay is prohibited
- Attire suitable for or aimed at families with children required for facility usage
- Profanity, belligerent, vulgar language and/or defiant or abusive speech is prohibited
- 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
- Behavior that causes a hostile environment which may put members, guests, or employees in danger is prohibited
- Physical contact that is not welcome by any member, guest, or employee is prohibited
- Misuse or abuse of equipment is prohibited
- Unauthorized entry into APRC facilities is prohibited
- Loitering is prohibited
- Fighting is prohibited
- Unauthorized possession of a weapon or other dangerous materials is prohibited
- Vandalism or act resulting in property damage is prohibited
- Consumption, possession, sale or transfer of illegal substances or alcohol is prohibited
- Theft, tampering, removal, or unauthorized possession of property belonging to members, guests, or employees is prohibited
- Animals are prohibited from entering APRC facilities with the exceptions listed below
 - The animal is a police/fire service animal under the supervision of a police/fire officer in the performance of his/her official duties; or
 - The animal is a “service dog” performing duties of assisting the disabled (Amend Ord 01.025, 3/27/01)

CONSEQUENCES FOR FAILURE TO FOLLOW BEHAVIORAL GUIDELINES

One day suspension: immediate ejection from location for the remainder of the day

One week suspension: one week suspension from all APRC facilities

One month suspension: thirty day suspension from all APRC facilities

One year suspension: 365 day suspension from all APRC facilities

One month and one year suspensions are considered appealable suspensions.

Consequences will be documented in the member's account in ActiveNet. Due to relative severity of specific offenses, APRC reserves the right to assign any of the consequences and/or Criminal Trespass issuance based on full circumstances of the violation(s) and history of the member.

Guidelines will be provided to all members in a written form. Members shall acknowledge in written form the acceptance of behavioral guidelines.

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 other guests
- Statements and incident reports from employees
- Video and audio files of the incident(s)
- Any information submitted by the suspended party or their representative

Such appeal shall be considered and ruled upon by 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 made by the Assistant Director are final.

MISCELLANEOUS/ATTACHED FORMS

Proposed written member documentation to be attached a later date.