

# Livermore Area Recreation and Park District

## Staff Report

---

---

TO: Chair Pierpont and Facilities Committee

FROM: Mathew Fuzie, General Manager

PREPARED BY: Patricia Lord, Assistant General Manager  
David Weisgerber, Community Outreach Supervisor

DATE: July 25, 2019

SUBJECT: Update to Robert Livermore Community Center Code of Conduct Policy

---

---

**RECOMMENDATION:** That the Facilities Committee recommend the Board of Directors consider updating Policy No. ADM-15-010715, the Robert Livermore Community Center Code of Conduct Policy.

**BACKGROUND:** The current Robert Livermore Community Center Code of Conduct policy was approved on January 7, 2015. (See Attachment A, Policy No. ADM-15-010715, Robert Livermore Community Center Code of Conduct).

In order to provide clear guidelines for staff and for the public, revisions to the existing policy are recommended to meet the increasing demands for our public facilities, programs and services. The draft revisions are consistent with the City of Livermore Library's Patron Conduct Policy, with the exception of the unattended children policy. Children eight years and older are allowed to be at the library without adult supervision and in the RLCC code of conduct, we require children to be 11 or older. Further, the draft revisions are consistent with best practices in other public agencies surveyed, including Pleasanton Library Code of Conduct and the City of Emeryville, Senior Center. (See Attachment B, Draft Administrative Policy No. ADM-19-073119, Robert Livermore Community Center Code of Conduct).

The District policy includes enforcement guidelines: "Those willing to comply with this code of conduct or who are willing to modify unacceptable behavior are welcome to stay. Those unwilling to comply will be asked to leave. If necessary, law enforcement will be called."

**FINANCIAL IMPACT:** There is no fiscal impact.

**Attachments:**

- A. Policy No. ADM-15-010715, Robert Livermore Community Center Code of Conduct
- B. Draft Administrative Policy No. ADM-19-073119, Robert Livermore Community Center Code of Conduct



Livermore Area  
Recreation & Park District  
*An independent special district*

Policy No. ADM-15-010715

## Robert Livermore Community Center CODE OF CONDUCT

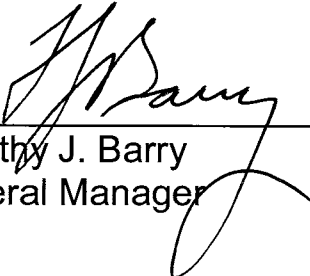
PURPOSE OF POLICY	To ensure that the Community Center is a welcoming and safe place for the public.
POLICY SUMMARY	This policy establishes that there are rules of conduct for those visiting or participating in activities at the Community Center.
APPROVAL	General Manager, January 7, 2015

The Robert Livermore Community Center (RLCC) is a welcoming and safe place for individuals of all ages to congregate, socialize and recreate. As such, RLCC visitors are required to conduct themselves in a manner that most people would find reasonable and that does not infringe on the enjoyment of the facilities by others.

Behavior becomes unacceptable when it: interferes with these expectations; compromises the rights of others; causes damage to buildings or equipment; disrupts activities/programs/services and/or operations; creates a health risk to oneself or others; causes (or is likely to cause) injury to oneself or others; or creates a nuisance due to objectionable personal hygiene. Those willing to comply with this code of conduct or who are willing to modify unacceptable behavior are welcome to stay. Those unwilling to comply will be asked to leave. If necessary, law enforcement will be called.

In addition to the District's general rules and regulations (Ordinance #8), there is a set of rules which applies to conduct at the RLCC and any area within 100 feet of the buildings, courtyard and swim facilities. Individual rooms, sections, equipment or functions within the RLCC may have more specific rules and regulations that apply to the conduct of individuals.

### APPROVAL

  
\_\_\_\_\_  
Timothy J. Barry  
General Manager

1-7-15  
\_\_\_\_\_  
Date



Livermore Area  
Recreation & Park District  
*An independent special district*

## Rules of Conduct for Visitors at the Robert Livermore Community Center

See Policy No. ADM-15-010715 of the Livermore Area Recreation and Park District

### **Visitors and Participants agree to observe the following rules when attending the Robert Livermore Community Center (RLCC):**

1. Parents, guardians, and caregivers (Responsible Adult) are responsible at all times for the conduct, care and safety of those under their care. Adult visitors and participants must be fully independent and able to respond to emergencies or they must have a Responsible Adult with them at all times. Children 11 years old and younger must have adult supervision at all times, provided by the child's Responsible Adult or through enrollment in an LARPD program.
2. Smoking and use of tobacco or tobacco-like products are not permitted.
3. Alcohol may only be sold, served and consumed by permit.
4. Making offensive gestures, cursing or using obscene, abusive, profane or threatening language and displaying (including electronic devices), wearing or distributing obscene/offensive materials are not permitted.
5. The RLCC structures, furnishings and fixtures must be treated with proper care at all times.
6. Entering or remaining in the RLCC before or after posted hours of operation is not permitted.
7. Use of meeting rooms and activity areas is only available by permit, class/activity registration or as part of a RLCC scheduled public gathering. Under no circumstances may any area be used for commercial or private business without a permit.
8. Entering unescorted into staff work areas that are not open to the public is not allowed at any time. A visitor's badge is required to access staff work rooms and the second floor. Badges must be visibly displayed on the visitor's person at all times and be returned to the front counter staff upon leaving the facility.

9. Talking, laughing, shouting, making loud noises or using amplifying devices (including cell phones, entertainment devices, walkie-talkies, etc.) in a disruptive manner is not permitted.
10. RLCC facilities and amenities are to be used only for their intended purpose. Loitering, sleeping, changing clothes, bathing (except for washing hands or face), shampooing, shaving, washing clothes or utensils, preparing meals or food, or personal grooming are not allowed unless they are part of an LARPD approved program, activity or rental use.
11. Visitors shall not engage in any activity that disrupts normal RLCC activities or operations. These activities include selling, soliciting, proselytizing or otherwise disrupting the orderly conduct of classes, programs, activities and operations that are authorized by LARPD.
12. Personal hygiene, including the overuse of perfumes and colognes, shall not be offensive nor constitute a nuisance or health risk to others.
13. Harassing, intimidating, stalking or prolonged staring at other patrons or staff members are strictly prohibited.
14. To help ensure privacy rights, individuals may not photograph others without permission from the person or permission of the parent/guardian for children.
15. Cell phone use is not permitted in locker rooms. Refrain from using cell phones in program areas or at service counters. Keep ringers on low or vibrate and keep conversations at a respectful and courteous volume.
16. All persons must comply with lawful orders or directions given by any District staff in the performance of their duties.
17. Use of District computer and communication networks is not allowed without written permission.

### **Conduct at Board Meetings, Public Hearings, and Committee Meetings**

Visitors are welcome and encouraged to attend regular Board Meetings, Public Hearings and Committee Meetings and to participate during the public input or presentation portion at those meetings, provided their presence is not disruptive. Please note that public forum may not be part of Special Board Meetings, and the public is not allowed to attend closed session Board Meetings. Members of the public wishing to attend Board Meetings or District-sponsored Public Hearings must abide by the following rules:

1. For some meetings and public hearings, visitors may be asked to sign in.

2. Adhere to the time limit for speaking, which may vary, depending on the type of meeting held or at the discretion of the individual(s) conducting the meeting.
3. Remain seated during the proceedings except when called upon to provide testimony, or if there is a lack of seating or for health/safety reasons.
4. If you wish to speak on an item listed on the agenda, please wait until the staff or committee presentations have been made, the Board/Committee has concluded its initial discussion and the Chair invites public comment on the item. Then, upon receiving recognition from the Chair, please state your name and, if you are not speaking as an individual, indicate the name of the group or organization that you represent.
5. If you wish to speak on any item that is not on the agenda, you may do so under Public Forum when the Chair requests remarks from the audience. Please be advised that, by law, no discussion or action can be made on items not already on the posted agenda.
6. "Speaker Cards" are available at LARPD Board Meetings and may be available at other meetings. Please fill them out and hand them to the recording clerk if you wish to speak to the Board.
7. Visitors shall not:
  - a) Disrupt the orderly conduct of business.
  - b) Interfere with public presentations or the proceedings of the meeting or hearing.
  - c) Refuse to comply with a lawful order or direction of any District Board or staff member that is given in the performance of their duties.
8. Using video cameras, filming and photography during Board meetings and public hearings by members of the press shall only be done from areas designated by the District and must be done in an orderly manner that complies with Section 7 above, or as authorized by District staff.
9. Filming and photography by members of the general public is permitted if done in an orderly manner that complies with Section 7 above, or as authorized by District staff.
10. Visitors are asked to keep their cell phone ringers off or on vibrate and to refrain from using them while the meeting is in progress.



Livermore Area  
Recreation and Park District  
*An independent special district*

Policy No. **ADM-19-073119**

## Robert Livermore Community Center CODE OF CONDUCT

PURPOSE OF POLICY	To ensure that the Community Center is a welcoming and safe place for the public.
POLICY SUMMARY	This policy establishes that there are rules of conduct for those visiting or participating in activities at the Community Center.
APPROVAL	General Manager, <del>January 7, 2015</del> <u>July 31, 2019</u>

The Robert Livermore Community Center (RLCC) is a welcoming and safe place for individuals of all ages to congregate, socialize and recreate. As such, RLCC visitors are required to conduct themselves in a manner that most people would find reasonable and that does not infringe on the enjoyment of the facilities by others.

Behavior becomes unacceptable when it: interferes with these expectations; compromises the rights of others; causes damage to buildings or equipment; disrupts activities/programs/services and/or operations; creates a health risk to oneself or others; causes (or is likely to cause) injury to oneself or others; or creates a nuisance due to objectionable personal hygiene. Those willing to comply with this code of conduct or who are willing to modify unacceptable behavior are welcome to stay. Those unwilling to comply will be asked to leave. If necessary, law enforcement will be called.

In addition to the District's general rules and regulations (Ordinance #8), there is a set of rules which applies to conduct at the RLCC and any area within 100 feet of the buildings, courtyard and swim facilities. Individual rooms, sections, equipment or functions within the RLCC may have more specific rules and regulations that apply to the conduct of individuals.

### APPROVAL

~~Timothy J. Barry~~ Mathew Fuzie  
General Manager

\_\_\_\_\_  
Date



Livermore Area  
Recreation and Park District  
*An independent special district*

---

4444 East Avenue, Livermore, CA 94550-5053

## Rules of Conduct for Visitors at the Robert Livermore Community Center

See Policy No. ADM-15-010715 of the Livermore Area Recreation and Park District

### **Visitors and Participants agree to observe the following rules when attending the Robert Livermore Community Center (RLCC):**

1. Parents, guardians, and caregivers (Responsible Adult) are responsible at all times for the conduct, care and safety of those under their care. Adult visitors and participants must be fully independent and able to respond to emergencies or they must have a Responsible Adult with them at all times. Children 11 years old and younger must have adult supervision at all times, provided by the child's Responsible Adult or through enrollment in an LARPD program.
2. Smoking and use of tobacco or tobacco-like products are not permitted.
3. Alcohol may only be sold, served and consumed by permit.
4. Making offensive gestures, cursing or using obscene, abusive, profane or threatening language and displaying (including electronic devices), wearing or distributing obscene/offensive materials are not permitted.
5. The RLCC structures, furnishings and fixtures must be treated with proper care at all times.
6. Entering or remaining in the RLCC before or after posted hours of operation is not permitted.
7. Use of meeting rooms and activity areas is only available by permit, class/activity registration or as part of a RLCC scheduled public gathering. Under no circumstances may any area be used for commercial or private business without a permit.
8. Entering unescorted into staff work areas that are not open to the public is not allowed at any time. A visitor's badge is required to access staff work rooms and the second floor. Badges must be visibly displayed on the visitor's person at all times and be returned to the front counter staff upon leaving the facility.

9. Talking, laughing, shouting, making loud noises or using amplifying devices (including cell phones, entertainment devices, walkie-talkies, etc.) in a disruptive manner is not permitted.
10. RLCC facilities and amenities are to be used only for their intended purpose. Bathing (except for washing hands or face), shampooing, shaving, washing clothes or utensils, preparing meals or food, or personal grooming are not allowed unless they are part of an LARPD approved program, activity or rental use.
11. Please be considerate of other patrons while using equipment. Treat furniture, facilities, and equipment with care and respect. Sleeping or lying down on furniture is prohibited.
12. Keep personal belongings attended at all times. The LARPD cannot store or oversee personal equipment and supplies and is not responsible for the loss or damage to individual or group property while using the RLCC.
13. Visitors shall not engage in any activity that disrupts normal RLCC activities or operations. These activities include selling, soliciting, proselytizing or otherwise disrupting the orderly conduct of classes, programs, activities and operations that are authorized by LARPD.
14. Personal hygiene, including the overuse of perfumes and colognes, shall not be offensive nor constitute a nuisance or health risk to others.
15. Harassing, intimidating, stalking or prolonged staring at other patrons or staff members are strictly prohibited.
16. To help ensure privacy rights, individuals may not photograph others without permission from the person or permission of the parent/guardian for children.
17. Cell phone use is not permitted in locker rooms. Refrain from using cell phones in program areas or at service counters. Keep ringers on low or vibrate and keep conversations at a respectful and courteous volume.
18. All persons must comply with lawful orders or directions given by any District staff in the performance of their duties.
19. Use of District computer and communication networks is not allowed without written permission.



### **Conduct at Board Meetings, Public Hearings, and Committee Meetings**

Visitors are welcome and encouraged to attend regular Board Meetings, Public Hearings and Committee Meetings and to participate during the public input or presentation portion at those meetings, provided their presence is not disruptive. Please note that public forum may not be part of Special Board Meetings, and the public is not allowed to attend closed session Board Meetings. Members of the public wishing to attend Board Meetings or District-sponsored Public Hearings must abide by the following rules:

1. For some meetings and public hearings, visitors may be asked to sign in.
2. Adhere to the time limit for speaking, which may vary, depending on the type of meeting held or at the discretion of the individual(s) conducting the meeting.
3. Remain seated during the proceedings except when called upon to provide testimony, or if there is a lack of seating or for health/safety reasons.
4. If you wish to speak on an item listed on the agenda, please wait until the staff or committee presentations have been made, the Board/Committee has concluded its initial discussion and the Chair invites public comment on the item. Then, upon receiving recognition from the Chair, please state your name and, if you are not speaking as an individual, indicate the name of the group or organization that you represent.
5. If you wish to speak on any item that is not on the agenda, you may do so under Public Forum when the Chair requests remarks from the audience. Please be advised that, by law, no discussion or action can be made on items not already on the posted agenda.
6. "Speaker Cards" are available at LARPD Board Meetings and may be available at other meetings. Please fill them out and hand them to the recording clerk if you wish to speak to the Board.
7. Visitors shall not:
  - a) Disrupt the orderly conduct of business.
  - b) Interfere with public presentations or the proceedings of the meeting or hearing.
  - c) Refuse to comply with a lawful order or direction of any District Board or staff member that is given in the performance of their duties.
8. Using video cameras, filming and photography during Board meetings and public hearings by members of the press shall only be done from areas designated by the District and must be done in an orderly manner that complies with Section 7 above, or as authorized by District staff.
9. Filming and photography by members of the general public is permitted if done in an orderly manner that complies with Section 7 above, or as authorized by District staff.
10. Visitors are asked to keep their cell phone ringers off or on vibrate and to refrain from using them while the meeting is in progress.