



Public Code of Conduct Policy

Approved by Tempe Center for the Arts(TCA)

The Community Services Department strives to enhance Tempe's quality of life through superior customer-focused and sustainable educational, recreational, cultural and social services. Tempe Center for the Arts (TCA), a division of the City of Tempe Community Services Department, supports the rights of all individuals to equal access and use without discrimination, intimidation, threat of harm or invasion of privacy.

The following **Public Code of Conduct Policy** is written to protect TCA property; ensure a safe, secure, clean and comfortable environment; and provide an atmosphere conducive to appropriate use of its services and facilities. The policy is to be used in conjunction with local, state and federal laws.

TCA Code of Conduct

- Attend to personal belongings. TCA is not responsible for personal belongings or items left unattended in or on TCA property. *Unattended items may be held by TCA staff and discarded.*
- Use restrooms only for their intended purpose. Unsanitary activities, including bathing, washing clothes, brushing teeth, grooming and shaving, are prohibited per Tempe City Code 23-40. Any person who violates this ordinance will be asked to leave the facility.
- Wear shoes and shirts at all times. Wearing clothing that exposes private body parts is prohibited.
- Maintain bodily hygiene in a manner that does not constitute a nuisance to other persons.
- No outside food of any kind allowed. Only food purchased from the Lounge/or approved vendor and consumed in designated areas is allowed inside the building. Only water in covered containers is allowed inside TCA. Pre-approved special programs complying with the food policy are exempt. Comply with posted "No Food or Drink" signage posted in the common areas of the TCA.
- Respect food, drink, large bag and/or photography rules as they pertain to Gallery exhibitions.
- Use TCA furniture, equipment and materials for their intended function in a manner that does not interfere with another person's use of Tempe Center for the Arts. For example, no feet on furniture, clothes and shoes must be worn at all times, no lying on furniture or floor space inside or outside. No running, jumping or climbing permitted inside the building.

- Be responsible for the safety and well-being of children on TCA property. An adult over the age of 18 must accompany any child under the age of 12. (*See page 4 of policy*)
- Follow established loan procedures or authorizations before taking TCA property or materials from the building.
- Cooperate with staff and allow belongings to be searched if asked by security or staff.
- Use all TCA areas, including TCA parking areas, sidewalks and lawns, safely and lawfully.
- Do not enter non-public areas.
- Leave TCA at the designated closing time.
- Adjust cell phone ringers to vibrate and take loud phone conversations outside the building.
- Refrain from petitioning, soliciting, gambling, advertising or selling merchandise or services of any kind for any purpose in the building or within 20 feet of any entrance to TCA and on sidewalks leading directly to the building (except as part of a TCA sanctioned event).
- TCA is a weapon free zone. Please leave all weapons in your car. A.R.S. 13-3102.

The Following Actions and Forms of Conduct are Not Permitted:

- Violation of any ordinances, laws or regulations of the City of Tempe, the State of Arizona or any of its political subdivisions, or of the United States.
- Possessing or consuming alcohol (not purchased in the lounge) or illegal drugs or being under the influence of alcohol or drugs, A.R.S. 13-1301 *et seq.*, or engaging in gambling, A.R.S. 13-3301 *et seq.*
- Smoking, including electronic cigarettes, in areas that are not specifically designated as smoking areas A.R.S. 36-601.01, R9-2-102(B).
- Spitting.
- Bringing into TCA more than two personal items described as bags/purses/backpacks or any oversized item too large to fit under one chair.
- Urinating or defecating anywhere on TCA property, other than in public restroom facilities.

- Parking bicycles, wagons or carts anywhere other than designated bike rack areas.
- Disruptive or unsafe behavior that interferes with the use of TCA by others or with the staff's ability to function.
- Using loud, threatening, profane, sexual or any harassing language toward staff or other users.
- Indecent exposure, voyeurism, exhibitionism or other unlawful sexual offenses. A.R.S. 13-1402 *et seq.*
- Playing any audio equipment or device at a level that interferes with other patrons' ability to use TCA.
- Verbal or physical fighting.
- Stalking, following, staring or invading a patron or staff member's physical space causing annoyance, intimidation, fear or harm.
- Entering TCA with any type of animal or vehicle, except as permitted by the Americans with Disabilities Act Titles II and III.
- Use of skates or skateboard on TCA property.
- Blocking TCA entrances and exits. Tempe City Code 22-4.
- Vandalizing or defacing TCA materials or TCA property, including furniture and walls. A.R.S. 13-1602.
- Damaging, destroying or stealing any customer's or employee's property.

Unattended Children Under Age 12

Notice to Parents, Guardians & Caregivers:

- TCA welcomes and encourages use by children of all ages; however, TCA policy requires an adult over the age of 18 to accompany any child under the age of 12.
- TCA staff will not and cannot accept responsibility or liability for the safety, care, supervision or entertainment of children unaccompanied by adults.
- For safety and security reasons, if children are brought to TCA and are not attended by an adult over the age of 18, the parent or guardian will be contacted to pick up the child(ren). If the parent or guardian cannot be reached, then the Police Department will be contacted. The Police Department will contact parents, guardians or caregivers who may then pick up the child(ren) at the Police Department.
- TCA reserves the right to revoke permission for use of the facility and its grounds for repeated disregard of this policy and/or offenses, for the safety of the minor child(ren). The City also may initiate proceedings to suspend TCA privileges.

Enforcement and Penalties of TCA Policies

- Enforcement of the TCA Policy will be conducted in a fair and reasonable manner. TCA staff, security and/or Tempe Police Department will intervene to stop prohibited activities and behaviors. Individuals who fail to observe the TCA Policy may be asked to leave TCA, be trespassed or suspended from TCA for up to one year, be subject to arrest and/or be subject to other lawful action. TCA also reserves the right to revoke use of facility and its grounds for repeated failure to comply with this Code of Conduct.
- In case of serious, threatening or willfully malicious behavior, the offending person(s) will be expelled from the building immediately by security and/or police.

To appeal this process, submit a written request to:

Deputy Community Services Director-Arts and Culture
Tempe Center for the Arts
700 W. Rio Salado Pkwy
Tempe, AZ 85281