

ADULT 55+ DAY TRIPS RULES OF CONDUCT

We welcome you to join our Adult 55+ Day Trips!

In order to maintain Adult 55+ Day Trip's peaceful atmosphere, create a comfortable setting, and foster mutual respect for others, we require all participants to observe the following:

- Demonstrate common courtesy to fellow participants, community members, and staff.
- Maintain an environment where conflict and differences can be addressed in a respectful manner.
- Treat public and private property, and City equipment with courtesy.
- Cooperate with City staff and BVP volunteer chaperones in maintaining safety, order, and discipline.
- Observe program rules and regulations, follow staff and BVP volunteer chaperone direction, and abide by given rules at all times.

THE FOLLOWING IS PROHIBITED AT CITY OF BURBANK PROGRAMS AND ACTIVITIES:

1. Acts of discrimination and/or verbal, physical, or visual harassment based on any of the following protected characteristics: age, sex, race, color, national origin, ancestry, gender, gender identification, sexual orientation, genetic information, marital status, religion, citizenship status, medical condition, military and veteran status, or any disability protected by State or Federal law;
2. Possession of firearms, weapons, and dangerous and/or hazardous materials; (BMC 5-3-804);
3. Possession or usage of alcoholic beverages or illegal drugs, or reporting to a program under the influence of drugs or alcohol (BMC 5-3-108, BMC 5-3-210, BMC 5-3-211);
4. Smoking, including the use of electronic smoking devices (BMC 4-1-704);
5. Sexual misconduct such as indecent exposure, touching, or harassing patrons or staff); sexual acts of any type; viewing child pornography or exposing a child to any pornography;
6. Conducting personal commercial activities without a City-issued permit, including but not limited to the unauthorized sale or display for sale of goods, tickets or services. This applies to any persons, firm, corporation or charitable organizations engaging in or to attempting to engage in any business, activity or act for financial compensation (BMC 3-3-801.1); or aggressive soliciting on the grounds or in the parking lot; conducting unauthorized events, demonstrations, or campaigning unless expressly allowed by law;
7. Unauthorized borrowing and/or tampering with another person's property/belongings; leaving belongings unattended;
8. Damaging City property. Persons caught breaking, defacing, or destroying property will be required to leave the program or activity and may be criminally prosecuted. In the case of minors, the parent or legal guardian of that minor shall be liable for payment of the fine;
9. Disruptive outbursts; use of loud, abusive, profane or threatening language; threatening or harassing behavior towards or around others; making threatening gestures, including prolonged staring at an individual; unwanted touching; or any behavior that could constitute assault;
10. Disruptive cellular phone conversations; the use of electronic devices without headphones or unauthorized use of amplified sound, such as: radios, music players, video games, and computers, that results in discomfort or annoyance to a reasonable person of normal sensitivity;
11. Animals are not allowed on Adult 55+ Day Trips, with the exception of service animals, as defined by the Americans with Disabilities Act. The owner must be in physical proximity and have full control of the service animal at all times;
12. Persons exhibiting illness, poor personal hygiene, and/or related conditions that may compromise the health of others may be asked to leave the program/activity. This includes persons wearing scented products strong enough to be disruptive or persons bringing personal items with a foul odor to the program/activity;

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13. Commercial photography, videotaping, or recording of any kind without a permit issued by the City; non-commercial photography is permitted within reasonable community standards;
14. Improper attire. Shoes and shirts must be worn at all times;
15. Any inappropriate or unsafe behavior creating a disturbance in any manner that interferes with people's expected ability to enjoy the program/activity or staff/Volunteer chaperone's ability to do their job; any conduct that endangers the life, safety, health and wellbeing of others;
16. Any illegal activities prohibited by local, State and Federal law.

CONSEQUENCES

Any violation of these Rules of Conduct or the commission of other illegal conduct in an Adult 55+ Day Trip may be addressed in the following manner:

- **Verbal Warning.** Notification of violation and reference to the Adult 55+ Day Trips Rules of Conduct;
- **Immediate removal from the program/activity.** Immediate removal shall mean removal from the program/activity for the remainder of the program/activity hours for the day of removal;
- **Suspension of Program/Activity enrollment privileges.** Suspension of program/activity privileges may include, but is not limited to denial of access to registration for programs/activities for one or more days. The effective date and length of suspension shall be determined by the Recreation Supervisor, depending upon the scope and severity of the violation, and notice of such suspension shall be made in writing;
- **Criminal Sanctions or any other remedy available under local, State, or Federal laws.**
- **Permanent Suspension.** In extreme cases involving illegal behavior or repeated suspensions with no positive change in behavior, a permanent suspension may result.

THE ABOVE REMEDIES MAY BE CUMULATIVELY APPLIED.

APPEAL PROCESS

APPEAL OF SUSPENSION. Anyone who has been suspended from City programs/activities for five or more days may appeal the suspension by submitting a written request within 7 days of the suspension to the Recreation Supervisor and/or the **Parks and Recreation Department located at: 150 North Third Street Burbank, CA**

- Appeals shall not be considered for suspension lasting between one and four days.
- The written request for appeal should include the reasons for requesting an appeal and contact information. All appeals shall be heard by the Parks and Recreation Director, or a designee, within 7 business days of the receipt of the request. The suspension will be upheld until overturned. The decision of the Parks and Recreation Director, or a designee shall be final.

The Parks & Recreation Director or designee reserves the right to modify these rules at any time.