

CODE OF CONDUCT

Welcome to the City of Burbank Parks and Recreation Facilities and Parks. We're committed to providing a safe, clean, and enjoyable environment for all visitors. To help ensure a positive experience for everyone, please follow the rules of conduct outlined below.

- **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, City facilities, Parks, and equipment with courtesy.**
- **Cooperate with City staff in maintaining safety, order, and discipline.**
- **Observe program rules and regulations, follow staff direction, and abide by posted rules at all times.**

THE FOLLOWING IS PROHIBITED AT ALL CITY OF BURBANK RECREATION FACILITIES AND PARKS:

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; BMC 5-3-806; BMC 5-3-808);
3. Possession or usage of alcoholic beverages or illegal drugs, or reporting to a program under the influence of drugs or alcohol (BMC 3-3-703, BMC 5-3-108, BMC 5-3-210, BMC 5-3-211);
4. Smoking, including the use of electronic smoking devices (BMC 4-1-703);
5. Sexual misconduct such as indecent exposure, touching, or harassing patrons or staff; sexual acts of any type; public nudity; viewing child pornography or exposing a child to any pornography (BMC 5-3-211, BMC 5-3-109, PC 311.11, PC 314, PC 647);
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 in the building, on the grounds or in the parking lot; conducting unauthorized events, demonstrations, or campaigning unless expressly allowed by law;
7. Use any City Facility or Park to conduct any picnic, celebration, parade, service, exercise, event, or organized sports activity pursuant to BMC 3-3-801 without a City-issued permit. Any group of 25 or more must have a park usage permit;
8. Commercial photography, videotaping, or recording of any kind without a permit issued by the City; non-commercial photography is permitted within reasonable community standards (BMC 3-4-2001);
9. Unlawful to be in the Parks when closed between 10:00 p.m. – 6:00 a.m., or to use any facility outside of posted operational hours unless authorized or permitted (BMC- 5-3-410);
10. Public urination or defecation in public is strictly prohibited in all City parks (BMC 5-3-211);
11. Unauthorized borrowing, taking, using, or tampering with another person's property without the consent of the owner. Unauthorized use of any City equipment, property, rooms, or utilities without the permission of City staff (PC 484);
12. Leaving personal belongings unattended or using any structure or object to encroach upon City property is prohibited (PC 484, BMC 5-3-211 (D));
13. Damaging City property or property of another. Persons caught breaking, defacing, or destroying property will be required to leave the Facility and/or Park 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 (PC 594);

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14. 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 (BMC 5-3-211, PC 647, PC 422);
15. 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; charging personal electronic devices through the use of Facility resources (PC 647, PC 484);
16. Animals are not allowed in the Facility, 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;
17. Persons exhibiting illness, poor personal hygiene, and/or related conditions that may compromise the health of others may be asked to leave the Facility until the condition is remedied. This includes persons wearing scented products strong enough to be disruptive or persons bringing personal items with a foul odor into Facility;
18. Loitering, laundering or preparing food in public restrooms; shaving, showering, or bathing in public restrooms with the exception of Aquatic patrons utilizing the pool locker rooms (PC 647(h));
19. Improper attire. Shoes and shirts must be worn at all times;
20. Allowing children under the age of 9 to be left unattended;
21. Any inappropriate or unsafe behavior creating a disturbance in any manner that interferes with people's ability to use the Facility or Park, or staff's ability to do their job or impeding the City's ability to conduct its official business or programming; any conduct that endangers the life, safety, health, and wellbeing of others (BMC 5-3-211, PC 647, PC 602);
22. Playground equipment in City parks is intended for recreational use by minors. Use by others for any purposes other than recreational use by minors is prohibited, except when necessary for supervision, assistance, or inclusive play;
23. Dogs must be on a secure leash and under the control of a responsible person at all times when in parks. No animal shall stray or roam at large. You must clean up after your dog (BMC 5-1-1001, BMC 5-1-1102);
24. Loud music, radios, or amplified sound that disturbs nearby homes or others in the park is not allowed. Sound that can be heard 75 feet or more from the source or park boundary is considered a violation. Permits are required for amplified sound or events with sound systems (BMC 9-3-213.5);
25. Persons may ride a bicycle on sidewalks or paths located within City parks, except where expressly prohibited pursuant to local, State, or Federal law, with the exception of wheelchairs or similar devices. Bicycles may be ridden on designated bicycle paths and within parking areas. Bike riders should travel at a reasonably safe speed. Any person under the age of 17 shall wear a bicycle helmet. Unauthorized use of any Electric Mobility Device as defined in BMC 6-1-2801 et. al. including motorbikes, motorized bicycles, motorized scooters, motorized skateboards, low speed vehicles, Segways, or any other motor vehicles outside of any designated bike path is prohibited;
26. No person shall drive a vehicle in any public park, golf course, parking area, or other public ground owned by the City (BMC 6-1-1505);
27. No person shall stand or park any vehicle upon a parking lot of a public park unless they are actually using the park's facilities (BMC 6-1-1017);
28. Any illegal activities prohibited by local, State, and Federal law.

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CONSEQUENCES

Any violation of the City of Burbank Parks and Recreation Code of Conduct or the commission of other illegal conduct may be addressed in the following manner:

- **Verbal Warning.** Notification of violation and reference to the Parks and Recreation Code of Conduct.
- **Immediate eviction from the Facility or Park.** Immediate eviction shall mean removal from the Facility or Park, and banishment from any other Parks and Recreation Facility or Park, for the remaining hours of operation for the day of eviction;
- **Suspension of Facility and Park privileges.** Suspension of Facility and Park privileges may include, but is not limited to, denial of access to the Facility or Park and all Facility or Park services for one or more days. The effective date and length of suspension shall be determined by the Facility 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 the Facility or Park for five or more days may appeal the suspension by submitting a written request within 7 days of the suspension to the Facility Supervisor and/or the **Parks and Recreation Department located at: 150 North Third Street, Burbank, CA 91502**

- 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.

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