

SPARK CENTRAL

PATRON CONDUCT POLICY

In order to provide the best possible experience for all those visiting, volunteering or working at Spark Central, patrons are requested to abide by the following rules of conduct.

Patrons who are noncompliant with Spark Central policies and staff requests will be asked to leave our station.

PATRONS MUST REFRAIN FROM:

1. Disruptive or disturbing behaviors as well as inappropriate personal displays of affection
2. Removal of library material without proper procedure or the mutilating or defacing of library material, furniture, or equipment
3. Smoking or the use of smokeless tobacco, or electronic cigarettes
4. Beverages containing alcohol during regular open hours
5. Illegal drugs
6. Use of personal photographic equipment without prior permission from Spark Central staff or the volunteer(s) in charge. This applies to cameras and phones with cameras
7. Soliciting
8. Personal cell phones conversations inside the station
9. Posting of notices on library windows or the community bulletin board without prior permission from staff
10. Use of skateboards or roller skates (roller blades, etc.) inside the station unless use is part of a scheduled program
11. Other misuse of our creative space

Spark patrons who have been asked to leave the station may return the next day with full privileges, unless a disciplinary action was required. If that patron is asked to leave three times within a year, use of and borrowing privileges at the library will be revoked. At that time, the patron will be required to petition the Spark Board for reinstatement to library privileges.

Staff and station volunteers will document the name and other identifying information of the person involved in an incident and share the documentation with the station manager.

If a patron believes their self wrongly accused of violating the Patron Behavior Policy, they may petition Spark Central Board, whereupon the board and staff will hear the patron and any witnesses the patron desires to bring forward.

When staff observe a guest not abiding by the Patron Conduct Policy, they are instructed to approach that patron privately and inform him/her that he/she is not in compliance. This will be the only warning given. If this behavior or others like it continue, the individual will be asked to leave. Any abuse or threats against staff in the performance of their duty will result in the notification of law enforcement.

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PET/ANIMAL POLICY:

No pets are allowed in Spark Central with the exception of service animals or animals who are part of an educational program.

Comfort or emotional support animals are not considered service animals under Washington State law. The Americans With Disabilities Act (A.D.A.) defines a service animal as any guide dog, signal dog or other animal individually trained to work or perform tasks for an individual with a disability. If a dog is trained and works within this definition, the dog is considered to be a service animal under the A.D.A. regardless of who trained the animal, and whether or not it has been "certified" by an agency. **Service animals need to be on a leash, under the person's control; extendable leashes are not appropriate.**

If a service animals exhibits aggressive behavior, is not on-leash, or disrupts other patrons, the owner will be asked to remove the animal from the space; the owner is welcome to remain in the space after removing the misbehaving animal.

FOOD POLICY:

Patrons may bring non-alcoholic beverages into the library as long as they are in secure, covered containers. Food may be brought in at the discretion of the staff or volunteer on duty (toddler's "quiet snacks" administered by parents/care givers are exempt from requiring permission). **Neither food nor beverages may ever be used while at the computers, even if the patron is only observing.**

CLOTHING POLICY:

Appropriate attire for patrons of all ages shall include but not be limited to shirts and footwear. Uncovered bathing suits shall not be considered adequate attire.