



## RULES OF CONDUCT

Ellensburg Public Library and Hal Holmes Community Center welcomes you!

The Library/Hal Holmes Community Center has adopted these Rules of Conduct policy to ensure a positive experience for everyone who visits.

All patrons, guest and visitors are expected to respect Library/HH staff, other patrons, guests, visitors, and the entire facility including outdoor areas and parking lots. All persons must comply with requests made by Library/HH staff members to follow all laws and Library/HH policies.

Failure to comply with these standards may result in loss of Library/Hal Holmes Community Center privileges and/or being asked to leave the facility, with potential exclusion from the facility for one day and up to a permanent trespass. (RCW 27.12.290) Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or local law enforcement officers will intervene to stop prohibited activities and behaviors. Individual patrons have the right to request an administrative review of an exclusion order that is for a period greater than seven days (The Ellensburg Public Library Policy Chapter 5, Section A, Part 2-Rules of Conduct Enforcement).

### **Child Safety:**

- All children under the age of 7 years must be accompanied/supervised by a parent or qualified caregiver.
- Make certain that children do not engage in unsafe activities, including, but not limited to: swinging, climbing, or standing on furniture and equipment.

### **Wheeled Devices:**

- The only devices permitted are assistive devices belonging to disabled persons and strollers for children.
- Small-wheeled devices may be carried into the Library/Hal Holmes Center if they do not block aisles and can be stored under tables (e.g., carts, scooters, skateboards, and skates).

### **Food and Drink:**

- Drinks in no-spill containers are permitted.
- Leave all food outside the Library. Food may be consumed in the Lobby & Hal Holmes Center.

### **Facilities:**

- Use the Library/Hal Holmes Center's property, materials, and furnishings as intended. Do not move furniture.
- Theft, malicious damage and/or destruction of Library/Hal Holmes Center property is a violation of state law.
- Stay in public areas of the Library/Hal Holmes Center unless accompanied by a staff person.
- Vacate the Library/Hal Holmes Center at closing time; end of event, and during emergencies.

### **Animals:**

- Animals are not allowed in the Library/Hal Holmes Center, with the exception of service animals on duty or in training.  
\*Animals that are part of Library/Hal Holmes programming may be permitted at Director's discretion.

### **Restrooms:**

- Use the restrooms ONLY as intended; they should not be used for bathing, shaving, washing/styling hair, changing clothes or laundry.

### **Noise:**

- Keep noise levels down to avoid disturbing others: lower voices, use headphones with all electronic devices, silence ringing or other sounds created by electronic devices in the library, lobby and restrooms.

- Children and their caregivers shall adhere to the noise policy and may be asked to exit the building if a child cannot be soothed in a timely manner and is disturbing others, including in the lobby and restrooms.

**Behavior:**

- Act in a manner that does not interfere with another person's ability to use and enjoy the Library/Hal Holmes.
- Do not obstruct entryways and path/walkways in and around the Library/HH. No sitting on the floor in the lobby.
- No sleeping in the Hal Holmes lobby.
- Do not use inappropriate or foul language.
- Threatening, harassing, stalking, physical assault, violent or abusive language and behaviors will not be tolerated.
- Using public computers or personal electronic devices in a manner that is disruptive to others.
- Soliciting, begging, or selling.
- Alcohol and drug use or sale is not allowed on the property. No smoking or vaping 25' from any door, window or vent on property.

**Personal Items:**

- Library/HH staff are not responsible for nor able to watch your personal possessions.
- Keep personal items with you at all times. Library/Hal Holmes Center staff will remove unattended items to lost and found and /or report suspicious bags/packages to Ellensburg Police Dept.
- Do not unpack personal belongings that are not necessary for Library/Hal Holmes Center use.
- Leave aisles, walkways, and entrances open.
- Store large packages or personal effects out of the way of other Library/Hal Holmes Center users.

**Attire/Hygiene:**

- Shoes and shirts required.
- Maintain good personal hygiene so that body odor and perfume smells are not offensive to others or cause allergic or asthmatic reactions. A patron may be asked to leave until they have remedied the odor.

**Help us keep the Library and Hal Holmes Community Center a safe place.  
If you recognize an unsafe situation, please alert Library or Hal Holmes  
Community Center staff.**

Approved by Ellensburg Public Library/Hal Holmes Center Advisory Board 2/11/2020  
S-Drive:\Policies and Procedures\Patrons