

Code of Conduct - Burbank Temporary Aid Center

We welcome and encourage your use of the services provided at **Burbank Temporary Aid Center (BTAC)**. In order to maintain **BTAC's** peaceful atmosphere, facilitate usage, preserve easy access to BTAC resources, and protect BTAC property, we require that you observe BTAC's **Rules of Conduct**.

The following are **prohibited** at the Burbank Temporary Aid Center:

1. Disregarding the instructions of staff or volunteers.
2. Engaging in **any activity prohibited by law**.
3. **Disturbing, disruptive, or unsafe behavior**, including any conduct that interferes with the use of the facility by others or with the functioning of staff and/or volunteers. Persons who continue to create a disturbance will be required to leave. Examples include, but are not limited to:
 - **Talking loudly** or in a manner that disturbs others.
 - **Talking on cellular phones**. Ringers must be set to the "vibrate" setting.
 - The use of electronic devices such as radios, music players, video games and computers **without headphones**. The volume must be inaudible to others.
 - Bringing a bicycle or shopping cart into the building.
4. Loitering, bathing, or doing laundry in the restroom.
5. Use of **loud, abusive or threatening language**.
6. **Threatening or harassing** behavior (including, but not limited to: battery, verbal threats, stalking, offensive staring, gestures or touching).
7. **Bringing in food, eating, or chewing gum**. Alcoholic beverages are strictly prohibited at all times.
8. **Spitting and/or smoking** in front of the building.
9. **Sleeping** in the facility or on BTAC property.
10. **Damaging BTAC property**. Persons caught breaking, defacing, or destroying BTAC property will be prosecuted to the fullest extent of the law. Parent(s) or guardian(s) of a minor shall be liable for all damages. (Penal Code Section 594; California Education Code Chapter 11, Section 19910).

Additional rules include the following:

11. **Animals are not allowed in the building**, with the exception of service animals as defined by the ADA. The owner must be in full control of the animal at all times.
12. **All children age nine or younger** shall be attended and adequately supervised at all times by a parent or other responsible caregiver age 14 or older.
13. **No loitering in front of neighboring businesses or residences, including lawns and sidewalks**.
14. **Persons exhibiting offensive odor** due to poor personal hygiene or to other factors including but not limited to overpowering perfume or cologne that is offensive to others may be asked to leave the building until the condition is remedied.
15. BTAC entrances, exits, aisles or passageways may not be obstructed by persons or their belongings.
16. Personal belongings may not be left unattended. Unattended items will be removed.
17. The number of bags a person may bring into the building is limited to what one person can carry on his/her person and stow under a chair out of the pathway of others.
18. The following items are prohibited:
 - Weapons
 - Alcoholic Beverages
 - Illegal Substances
19. **Shirts and shoes are required at all times.**

Print Name: _____ Signature: _____ Date: _____