



## Washington State Historical Society Conduct Policy

The Washington State Historical Society (WSHS) is committed to providing a safe environment where its patrons, vendors, volunteers and employees are treated with respect and dignity. Therefore, WSHS prohibits unwelcome behavior or conduct of a verbal, written, or physical nature that interferes with the employee's, volunteers, and vendors work environment, or a patron's ability to make use of the Museum's materials or service or creates an unsafe, intimidating, hostile, or offensive environment for an employee, volunteer, vendor, or Museum patron. This behavior is prohibited in all areas of the Museum and Museum premises. Whenever there is reasonable cause to believe that an individual has committed any prohibited acts on Museum property, the violator shall be required to immediately leave the Museum premises.

### Personal Conduct:

- When issued, patrons are required to wear and show issued wristbands or tickets.
- **Photography without flash and video recording is permitted in most permanent exhibit galleries for personal use only, with hand-held equipment, unless otherwise noted.** The use of tripods, monopods, etc is not permitted without WSHS permission. Photography is not permitted in special exhibitions unless otherwise noted.
- All parcels are subject to search at any time. No parcel larger than 11 inches by 15 inches in either dimension may be carried into the Museum without permission, including:
  - Folding oversized parcels, even when reduced in size.
- Smoking is not allowed anywhere in the building or within 25 feet of doorways or HVAC intake areas or where indicated as a No-Smoking area.
- Food or drinking is not allowed in exhibit areas or outside of designated areas. Infant feeding is allowed, however WSHS provides a private, safe and quiet area outside of the exhibit galleries for feeding.

- Use of or being under the influence of alcohol or illegal substances is not allowed during public viewing times. Alcohol at Private or Corporate Facility Rentals may be excluded from this rule if all requirements are met.
- Patrons are not permitted to enter the building without shoes and appropriate clothing, including coverage of the upper body.
- Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.
- Live animals other than trained service animals or as authorized for Museum Special Events are not allowed in the Museum building.
- Visitors for Museum Staff are required to check in with Museum Security and/or Receptionist to sign in and be announced to the staff member. Visitors for Museum Staff issued may be issued a Visitor/Contractor ID badge that is to be displayed during and returned after their visit. Staff being visited is required to be contacted and the Staff member being visited is responsible for escorting their visitor(s) in staff areas.

### **Unwelcome Behavior – Patrons are prohibited from:**

- Engaging in attempting or threatening to commit an illegal act.
- Endangering the safety of others, including:
  - Running, pushing, shoving, or similar activity.
  - Possession of an unauthorized dangerous weapon.
    - Washington State is an “Open Carry” state in which its citizens may openly and purdently display a firearm or weapon on their person.
    - Concealment of a weapon requires a valid permit issued by the State of Washington. Patrons are required to show proof of permit when requested by Museum staff.
  - Using personal transport devices (bikes, skates, etc.) except for necessary personal mobility (strollers or wheelchairs) or in a reckless, negligent, or unsafe manner.
- Any physical, verbal, or written conduct that is considered unwelcome, disturbing, and/or offensive by the employee, volunteer, vendor or patron.
- Unauthorized soliciting of any type within the Museum building or on premises.
- Hindering the use of the Museum by others, or the ability of Museum staff, volunteers or vendors to perform their duties, including:
  - Blocking passage or easy access to museum areas, facilities and equipment.

- Using the Museum for other than its intended purpose or for other than normal and reasonable functions.
- Using the premises outside of normal and reasonable functions.
- Cooking, camping or sleeping in building or on Museum property.
- Unauthorized or misuse of or damage to Museum property.
- Unauthorized soliciting of any type.
- Unauthorized storing of personal belongings, including:
  - Overnight storage in public lockers intended for daily use only for Museum visitors unless authorized for Special Activities.
- Trespassing in nonpublic areas restricted to Museum staff without permission of Museum staff.
- Neglecting to properly supervise minor children (under the age of 18), disabled or special needs adults.
  - Youths 12 years of age and younger are not permitted in the Museum without a chaperone at least 16 years of age.
- Loitering with intent or assembly of groups who are not using the Museum for its intended purpose.

### **Violations:**

- Violation of the **WSHS PATRON CONDUCT POLICY** will result in the person being given a warning by Museum Security and asked to cease and discontinue the behavior immediately.
- If the violation is of a serious enough nature or the patron refuses to discontinue the behavior, Security and/or Museum Management shall contact local law enforcement.
- Senior Museum Staff; Manager of Security (designee or on duty Museum Security Officers); are empowered to determine whether a patron has violated any of the Museum Rules of Conduct and may make the initial determination regarding what sanction shall be imposed. This may include being asked to leave the premises, suspension of Museum privileges and/or trespassed from the Museum property for up to one year.
- Length of the suspension from Museum privileges and/or eviction from the Museum premises shall depend on the nature and seriousness of the offense, the extent of the disruption, and history of prior infractions of this policy or other Museum policies and any other relevant circumstances.
- Commission of serious criminal offenses, in addition to criminal prosecution, can and will result in a person being barred and banned from the Museum property indefinitely.

- Any person asked to leave the Museum premises as a result of the violation of this policy who refuses to do so, or who enters the Museum during the period in which he/she has been banned from the Museum shall be considered to be trespassing and may be subject to permanent exclusion from the Museum and/or arrest and prosecution for such trespassing.

### **Notices:**

- Whenever possible, any person who has been evicted and/or prohibited from returning to the Museum or Museum premises, shall be provided with a written notice to the offender that indicates with specificity:
  - Which rule(s) has been broken.
  - Restrictions placed on the offender's ability to use Museum services.
  - Extent and Duration of restriction.
  - Appeals process.
- A copy of this notice shall be served upon the offender and at least one copy maintained for Museum records. Service may be performed at the time restrictions are placed, via first class mail to any address on file with the Museum or if not immediately possible, the offender should be informed and given a copy of the notice at a later date.

### **Appeals:**

- Any person suspended has the right to appeal the decision to the WSHS Director. The appeal may be made in writing to the WSHS Director or in person after scheduling appointment with the WSHS Director. The WSHS Director may shorten, modify, or terminate the banning period if the information submitted by the individual warrants such modification.
- The WSHS Director of Administrative Services will respond in writing and notify the individual of the appeals process. Until such time as the determination has been reviewed and/or modified by the WSHS Director, a banned individual may not enter or remain on Museum premises.
- The WSHS Director's written determination may be appealed to the WSHS Board of Trustees by a written notice of appeal within 15 days after receipt of the WSHS Director's determination.