



Sharing the Space Policy

Purpose

The City of Port Townsend is dedicated to providing equitable access to and fair use of its public facilities in a comfortable and safe setting. The purpose of these rules is to promote an environment that encourages visitors to be responsible for their personal safety, the safety of the children in their care, the security of their personal belongings, to respect others, and protect public property while maintaining a welcoming and respectful environment.

Applicability.

In addition to State and local laws, these rules of conduct apply to all City of Port Townsend facilities when regularly open to the public* and includes, but is not limited to:

- The Carnegie Library
- Charles Pink House
- City Hall
- Cotton Building
- Mountain View Commons
- Pope-Marine Building
- Public Restrooms

Rules of Conduct

1. **Cell phones.** Cell phones are allowed, and we provide free public Wi-Fi for internet connection. However, we ask that you place your ringer on low or vibrate and answer phone calls outside to prevent the disturbance of others.
2. **Children.** We welcome visitors of all ages but children below the age of 9 and anyone with special needs who requires a caregiver must be accompanied and supervised at all times by someone age 13 or older. City staff is not responsible for the care and supervision of children.
3. **Disruption.** To help ensure our visitors have a valued experience we ask that all visitors respect each other by avoiding disruptive behavior and conduct such as: creating loud noises, loud talking, screaming, or banging on computer keyboards; lying down or appearing to be sleeping, having feet on furniture; monopolizing resources or other behavior that may reasonably result in the disturbance of others. Visitors will not interfere with the free passage of others in or onto City premises including, but not limited to, placing objects such as bicycles, skateboards, or leashed animals in areas where they may impede movement or blocking aisles, exits, or entrances.
4. **Personal Hygiene.** To help ensure general cleanliness of the facility and to respect the personal space and values of other visitors, shirts and shoes are required. As well, personal hygiene and clothing conditions should be maintained so as to not unreasonably interfere with other visitors' ability to use the facility.
5. **Harassment and abuse.** Physical, sexual, verbal, or any other type of harassment or abuse of others is not allowed.
6. **Drugs and Alcohol.** Illegal drug use, consumption, or possession, is not allowed. Possession or use of alcohol is only permitted under specific City permits. Marijuana use in public is prohibited. Individuals appearing intoxicated or under the influence will be asked to leave.
7. **Smoking.** Smoking, vaping or other tobacco use is not allowed inside City facilities. When smoking or vaping outdoors, please move at least 25 feet from an entrance, open window, or ventilation and properly dispose of ashes and other litter. (RCW 70.160.075).
8. **Food and drink.** We allow food and beverages indoors but reserve the right to limit or prohibit the consumption of food and beverages within any City facility. All drinks ideally will have a lid and no food or drinks are allowed near public library computers. Persons with food or drinks are expected to clean up after themselves.
9. **Pets.** We welcome service animals to accompany their owners during a visit. RCW 49.60.040 defines "service animal" as an "animal that is trained for the purpose of assisting or accommodating a disabled person's sensory, mental, or physical disability. Service animals are limited to dogs and miniature horses. However, pets may only visit with approval from City staff. All animals must be on a leash unless it specifically prohibits the animal from carrying out his or her service. No animal may be left unattended on City property for an extended amount of time. Short term dog moorage is provided at the Library outside.
10. **Personal belongings.** Backpacks, bags, packages, or other personal belongings are allowed in the facility, but they must remain within the visitor's personal space. They may not be so large or cumbersome that they interfere with other patrons and may not be left unattended at any time.

* The Share the Space Policy does not apply to facility rentals. Please refer to the City's *Facility Rentals Policy and Information* for more information.

Visitors may be asked to leave the facility if these rules are not adhered to and may be trespassed by the police.