



**Goleta Community Center General Policy and Procedure
Documents**

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Goleta Community Center Code of Conduct

The Goleta Community Center is dedicated to providing a welcoming, safe, inclusive, and accessible place where everyone can go to gather, learn and play. The mission of the Goleta Community Center is to provide programs, services, activities, and a safe space for social, cultural, and recreational offerings in an inclusive and welcoming way. This Code of Conduct outlines the expected behavior of all community members to foster a positive and welcoming atmosphere. By engaging with the Goleta Community Center, you agree to abide by this Code of Conduct.

1. Respect and Inclusivity

- 1.1. Treat all individuals with respect, kindness, and dignity, regardless of their race, ethnicity, gender, sexual orientation, religion, age, disability, or any other characteristic.
- 1.2. Avoid engaging in discriminatory, offensive, or harmful behavior, including but not limited to verbal, physical, or visual harassment, hate speech, or any form of bullying.
- 1.3. Foster an inclusive environment that values diverse perspectives and experiences, encouraging open-mindedness and understanding among community members.
- 1.4. Refrain from engaging in behavior that may contribute to a hostile or intimidating environment, such as aggressive actions, threats, unwanted advances, or solicitation.

2. Safety and Security

- 2.1. Comply with all safety guidelines, rules, and regulations provided by the Goleta Community Center staff, including those related to emergency procedures, equipment usage, and facility access.
- 2.2. Report any safety concerns, accidents, or incidents promptly to the appropriate staff member or authority.
- 2.3. Respect the property and facilities of the Goleta Community Center, using them responsibly and avoiding any intentional damage or theft.
- 2.4. Do not bring any weapons, illegal substances, alcoholic beverages, or hazardous materials onto the premises of the Goleta Community Center. The foregoing limitation is subject to the exceptions provided in Penal Code §171b(b).
- 2.5. Refrain from engaging in any activity that poses a threat to the physical or emotional well-being of individuals within the community center.
- 2.6. Children under the age of 8 must be accompanied by an adult at all times.

3. Privacy and Confidentiality

- 3.1. Respect the privacy and confidentiality of other community members, including their personal information, conversations, and any shared materials or resources.
- 3.2. Obtain consent before capturing or sharing any photographs, videos, or audio recordings of individuals within the Goleta Community Center, ensuring compliance with applicable laws and regulations.
- 3.3. Refrain from disclosing or disseminating confidential or sensitive information about the Goleta Community Center, its staff, or community members without proper authorization.

4. Compliance and Cooperation

- 4.1. Comply with all applicable laws, regulations, and policies while engaging with the Goleta Community Center.
- 4.2. Cooperate with the instructions and requests of Goleta Community Center staff or authorized personnel related to maintaining safety, order, and the proper functioning of the facility.
- 4.3. Refrain from engaging in disruptive, disorderly, or illegal behavior that may interfere with the activities or experiences of other community members.
- 4.4. Report any violations of this Code of Conduct to the Goleta Community Center staff or management.

5. Consequences of Violations

- 5.1. Violations of this Code of Conduct may result in appropriate action, including but not limited to verbal warnings, temporary suspension of privileges, permanent removal from the Goleta Community Center, or legal consequences, as determined by the severity and frequency of the misconduct.
- 5.2. The Goleta Community Center reserves the right to modify or update this Code of Conduct as needed, with any changes communicated to the community members in a timely manner.

Goleta Community Center Loitering Policy

1. Purpose

The purpose of this Loitering Policy is to establish guidelines for maintaining a safe and welcoming environment within the Goleta Community Center premises by addressing loitering activities.

2. Definition of Loitering

Loitering is defined as the act of remaining or lingering on the premises without a legitimate purpose or authorized activity.

3. Prohibited Activities

Loitering that disrupts the normal operation of the Goleta Community Center, compromises the safety and security of individuals, or interferes with the enjoyment of our services and facilities is strictly prohibited. Prohibited activities include, but are not limited to:

- Harassing or intimidating other individuals.
- Engaging in illegal or illicit activities.
- Obstructing entrances, exits, or pathways.
- Behaving in a manner that creates a disturbance or nuisance.
- Unauthorized distribution of materials or solicitation.

4. Enforcement

Authorized personnel, including security staff and management, are responsible for enforcing this policy. Individuals who are found to be loitering in violation of this policy will be approached by staff and informed of the policy. They may be requested to leave the premises.

5. Request to Leave

Individuals asked to leave the premises due to loitering must comply immediately. Failure to comply may result in further action, including involvement of law enforcement authorities if necessary.

6. Communication and Education

Signage and announcements will be displayed throughout the Goleta Community Center premises to inform visitors of the loitering policy. The policy will also be made available on our website and printed materials.

7. Reporting

Individuals who witness or experience loitering activities that violate this policy are encouraged to report them to the designated security personnel or management. Prompt reporting helps us maintain a safe environment for all.

8. Review and Amendment

This loitering policy will be reviewed periodically to ensure its effectiveness and relevance. Amendments may be made as necessary to address emerging concerns.

By adhering to this Loitering Policy, the Goleta Community Center aims to create a respectful and secure environment that encourages positive interactions and benefits all individuals who utilize our facilities and services.

Goleta Community Center Lost and Found Policy

The Goleta Community Center provides a Lost and Found service to help reunite lost items with their owners. This policy outlines the procedures and guidelines regarding the management of the Lost and Found at the Goleta Community Center.

1. Lost Item Reporting and Retrieval

- 1.1. Individuals who discover a lost item within the Goleta Community Center premises should promptly report it to the designated Lost and Found area or a staff member.
- 1.2. Lost items will be accepted and logged by Goleta Community Center staff, who will make reasonable efforts to identify the owner and return the item to them.
- 1.3. To claim a lost item, individuals must provide a detailed description of the item and any relevant identification or proof of ownership.
- 1.4. Lost items will be stored securely in the Lost and Found area for a period of 30 days from the date of reporting. Unclaimed items will be handled according to Section 2.
- 1.5. The Goleta Community Center staff reserves the right to request additional information or proof of ownership before releasing a lost item to the claimant.

2. Disposal of Unclaimed Items

- 2.1. If a lost item remains unclaimed after the specified holding period, the Goleta Community Center staff will make reasonable efforts to contact the potential owner using the provided contact information, if available.
- 2.2. If the owner fails to claim the item within seven (7) days after the notification, the Goleta Community Center staff may consider the item abandoned.
- 2.3. Abandoned items will be disposed of, donated, or transferred to appropriate charitable organizations or local authorities, in accordance with applicable laws and regulations.

3. Valuables and Personal Belongings

- 3.1. Valuables, including but not limited to cash, jewelry, electronic devices, and important documents, should not be left unattended within the Goleta Community Center premises.
- 3.2. The Goleta Community Center does not assume responsibility for any lost, stolen, or damaged valuables or personal belongings brought into the facility.
- 3.3. Individuals are encouraged to keep their belongings secure and under their supervision at all times.
- 3.4. Any items found unattended within the Goleta Community Center may be considered lost and subject to the Lost and Found procedures outlined in this policy.

4. Notification and Publicity

- 4.1. The Goleta Community Center will make reasonable efforts to publicize the Lost and Found service, including posting signage within the facility and on the official website.
- 4.2. Information regarding the Lost and Found service, including hours of operation and contact details, will be readily available to community members.
- 4.3. The Goleta Community Center staff may use internal communication channels, social media platforms, and other appropriate means to promote the Lost and Found service and encourage the return of lost items to their rightful owners.

Goleta Community Center Safety and Security Policy

Purpose

The purpose of this safety and security policy is to establish guidelines, procedures, and protocols to ensure the safety and security of all individuals and assets within the Goleta Community Center premises.

Scope

This policy applies to all visitors, staff, volunteers, contractors, and any other individuals present at the Goleta Community Center.

1. Access Control

- 1.1 All entrances and exits will be monitored and controlled by designated personnel.
- 1.2 Access to restricted areas will be granted only to authorized personnel.

2. Emergency Response

- 2.1 An emergency response plan will be in place, detailing procedures for various emergencies such as fire, medical incidents, natural disasters, and security threats.
- 2.2 Evacuation routes, assembly points, and emergency contact information will be prominently displayed throughout the facility.

3. Security Video and Monitoring

- 3.1 Security cameras will be strategically installed to monitor critical areas of the facility.
- 3.2 Staff will monitor the grounds and respond promptly to any suspicious activity.

4. Incident Reporting

- 4.1 All incidents, accidents, and security breaches must be reported immediately to the designated security personnel and appropriate authorities.
- 4.2 Incident reports will be filed and maintained for review and analysis.

5. Staff Training

- 5.1 All staff members will undergo regular safety and security training to familiarize themselves with emergency procedures, evacuation protocols, and first aid techniques.

6. Personal Security

- 6.1 Staff and visitors are encouraged to report any suspicious individuals or activities to security personnel.
- 6.2 Personal belongings should not be left unattended, and lockers will be provided for staff.

7. Fire Safety

- 7.1 Fire extinguishers, alarms, and emergency exits will be well-marked and regularly inspected.
- 7.2 Fire drills will be conducted periodically to ensure everyone is familiar with evacuation procedures.

8. Physical Security Measures

- 8.1 Adequate lighting will be maintained both inside and outside the facility.
- 8.2 Locks, access control systems, and other physical security measures will be regularly inspected and upgraded.

9. Information Security

- 9.1 Confidential information will be stored securely, and access will be restricted to authorized personnel only.
- 9.2 Digital security measures will be implemented to protect sensitive electronic data.

10. Communication

- 10.1 Clear communication channels will be established to disseminate safety and security information to staff, visitors, and relevant stakeholders.

11. Review and Improvement

- 11.1 This policy will be reviewed annually to ensure its effectiveness and relevance.
- 11.2 Feedback from staff and visitors will be considered for continuous improvement.

By adhering to this safety and security policy, the Goleta Community Center aims to create a secure environment that promotes the well-being of all individuals and the protection of its assets.

Goleta Community Center Wi-Fi Policy

1. Purpose

The purpose of this Wi-Fi policy is to establish guidelines for the appropriate and responsible use of the City of Goleta's Wi-Fi network at the Goleta Community Center.

2. Network Access

The Wi-Fi network at the Goleta Community Center is provided for the use of visitors, staff, and members of the Goleta Community Center. Access to the network is a privilege, not a right, and is subject to compliance with this policy.

3. Acceptable Use

Users are expected to use the Wi-Fi network in a responsible and respectful manner. This includes but is not limited to:

- Engaging in legal and ethical online activities.
- Respecting the privacy of others and refraining from attempting unauthorized access to devices or data.
- Not using the network for illegal activities, harassment, or malicious intent.
- Using the network for educational, informational, and recreational purposes.

4. Bandwidth Limitations

The Wi-Fi network is shared among all users. Excessive use of bandwidth that impacts others' ability to access the network is not allowed. Streaming high-definition videos, large file downloads/uploads, and other bandwidth-intensive activities should be limited to ensure fair access for everyone.

5. Security

Users are responsible for ensuring the security of their own devices while connected to the Wi-Fi network. This includes using up-to-date antivirus software, enabling firewalls, and keeping operating systems and applications updated.

6. Restrictions

The following activities are strictly prohibited on the Goleta Community Center Wi-Fi network:

- Engaging in any form of cyberbullying, harassment, or offensive behavior.
- Accessing explicit, inappropriate, or offensive content.
- Violating copyright or intellectual property rights.
- Using the network to engage in illegal activities or share illegal content.
- Consuming excessive bandwidth negatively affecting network performance.

7. Disconnection

The Goleta Community Center reserves the right to disconnect any user who violates this Wi-Fi policy. Repeated violations may result in a temporary or permanent ban from using the network.

8. Technical Support

The Goleta Community Center staff will provide basic technical support for connecting to the Wi-Fi network, but they are not responsible for troubleshooting issues with personal devices or assisting with software-related problems.

9. Hours of Access

The Goleta Community Center reserves the right to restrict access to the network at the close of business. Hours may vary to meet the demands of the facility renters.

By connecting to the Goleta Community Center Wi-Fi network, users agree to abide by the terms outlined in this policy. The Goleta Community Center reserves the right to modify this policy as needed.