

# Have A Gay Day Code of Conduct

Everyone at Have A Gay Day has the right to be treated with courtesy and respect. As such, everyone also has an obligation to behave in a manner that is both respectful and courteous and does not disrupt the operations of Have A Gay Day. Individuals or groups who host events at the location are responsible for monitoring and controlling the behavior of those in attendance.

## Prohibited Behavior

Anyone engaging in the following behaviors at the Have A Gay Day location or at physical or virtual events will be asked to leave immediately. The individual(s) may not return for a period of at least 3 days and may be banned from entering the building and future events, physical or virtual, for additional time. Considering the severity of the offense, further immediate action may be taken for the safety, security and liability of Have A Gay Day and all who are connected to the organization.

- Possession, sale or use of illegal substances
- Possession or use of weapons
- Sexual Activity
- Public nudity (including in restroom areas)
- Theft
- Vandalism
- Physical violence or threat of physical violence
- Any behavior that endangers the safety of any individual or group
- Distribution of alcohol to minors

## Unacceptable Behavior

The following activities are against the rules set forth by the Board of Directors of Have A Gay Day. Engaging in such behavior, particularly after being warned against them, could lead to being asked to leave or potentially being banned from all Have A Gay Day spaces, events, and virtual events.

- Rude, discourteous, or raucous behavior
- Excessive "hanging out" when not attending a designated program or event, or any other group meeting or event. (Some allowances may be made at the discretion of staff.)
- Sexual harassment or inappropriate touching or gesturing of any kind.
- Use of CB radios, walkie talkies, cell phones using speaker feature, radios without headphones, or musical instruments without prior approval.
- Smoking is only allowed in designated spaces outside the physical location. This includes vaping and use of any/all tobacco products.
- Sleeping may be allowable in some situations, but it is highly discouraged due to potential liabilities and operations.
- Leaving personal property unattended.
- Sitting on the floor or staircases is allowable in some situations, but it is highly discouraged due to potential liabilities and operations.
- Use of electrical outlets without permission or unplugging items that are plugged in.
- Removing furniture for any reason or re-arranging furniture.
- Sexual or financial solicitation in any form (in person or virtually) within our spaces or at our events.
- Use of inappropriate, discriminatory language.
- Passing out or posting unapproved literature inside the location and at events.

- Photographing or filming without permission.
- Possession or consumption of alcoholic beverages unless served at an event and consumed in the space designated for the event while abiding by local legalities and oversights.
- Not following the direction of volunteers, board members, or staff.

## Enforcement

The volunteers, board, and staff of Have A Gay Day will guide and direct activities, both at the location and during events. Instructions must be followed at all times. If an individual is asked to leave, they must do so quickly and respectfully. In severe cases, authorities may be called to remove any person who does not obey the instructions or guidelines of the location or those directing activities and events. Involving outside authorities is a last resort due to the potential for problematic encounters.

If a person is asked to leave the location or any event hosted by Have A Gay Day, the board will review whether or not the offense warrants a barring or banning of the individual from the location or from future events. The individual may not return to the premises or attend future events until a decision has been delivered. This decision will be given in writing to the e-mail or address on file. If no e-mail or address is on file, it will be delivered to the person in question in the event they return to the space or have further contact with the board for any reason.

Anyone who feels they have been treated unreasonably by any volunteer, board member or staff member may make an appointment to speak with the board or the director.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

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