



ADMINISTRATIVE POLICY

Senior Scene Clubhouse

A. Purpose

The City of Lake Forest is committed to ensuring the enjoyment, safety and proper use of the Senior Scene Clubhouse (SSC) of Lake Forest. This Administrative Policy governs the suspension of entry for SSC patrons who fail to comply with the regulations set forth in Lake Forest Municipal Code Section 13.05.030.

B. Applicability

This policy applies to all SSC participants.

C. Provisions of the Policy

Persons violating the regulations set forth in LFMC 13.05.030 and other provisions listed on the SSC of Lake Forest are subject to removal from the Senior Scene Clubhouse and may be prohibited from using the Clubhouse in the future.

A Level 1 violation is defined as minor acts of misconduct that interfere with the orderly operation of the Senior Scene Clubhouse and or Excursions that would interfere with the enjoyment, safety and proper use of the facility for all patrons. **A Level 1 violation may result in immediate expulsion from the SSC up to a one week suspension of a participant's entry.** Level 1 violations include:

SAFETY / EQUIPMENT		
1.	Use of Unauthorized Audio Equipment	Using amplified audio equipment, including but not limited to, radio, stereo, compact disc player, television and microphone.
2.	Possession of Prohibited Food, Beverages, Tobacco Products, Glass Containers	<ul style="list-style-type: none"> • Use, consumption or possession of food or beverages from the SSC, may only be utilized in the SSC. (Exception of Box Lunch Program meals.) • Use, consumption, or have within his or her custody or control, tobacco products to use outside of the SSC and/or City Hall only.
BEHAVIOR / DEMEANOR		
3.	Destruction of Property/Vandalism (Under \$100)	The willful or malicious destruction and/or defacing, including graffiti or tagging, of City property or the property of others.
4.	Disrespect / Use of	Conduct or behavior that lacks regard, civility,

	Profanity	politeness, and /or courteous consideration which goes beyond the bounds of acceptable public behavior.
5.	Bullying/Harassment	Systematically and chronically being cruel to other participants, including but not limited to, pictures, rumors, repeatedly teasing another person, name calling with profanity, and purposeful exclusion.
6.	Reckless Behavior	Reckless or boisterous behavior, including, but not limited to, pushing, horseplay or any other activity which could endanger the safety of persons using the Senior Scene Clubhouse.
GENERAL		
7.	Repeated Misconduct of a Less Serious Nature	Repeated misconduct which tends to disrupt the orderly conduct of the SSC facility, and/or activity.
8.	Failure to Comply with Staff Instructions	Either verbal or non-verbal refusal to comply with SSC Code Of Conduct; and/or City of Lake Forest staff instructions or directives.

A Level 2 violation is defined as more serious or disruptive examples of the offenses in Level 1. Level 2 also includes repeated acts of misconduct from Level 1. **A Level 2 violation may result in immediate expulsion from the clubhouse up to a three month suspension.** Level 2 violations include:

1.	Insubordination/Open Defiance	Leading others to refuse to comply with Code of Conduct; and/or City of Lake Forest staff instructions or directives.
2.	Intimidation/Threats	The verbal or physical threat to do harm or violence to another patron or to the property of another person.
3.	Hazing	Any action or situation that endangers the health or safety of another person. This includes repeated acts of hazing that do not result in bodily harm or injury.
4.	Fighting	Physical contact between two or more participants which is harmful, injurious, or disruptive Note: Self-defense is described as an action taken to restrain or block an attack by another person or to shield oneself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.
5.	Destruction of Property/Vandalism (Over \$100)	The willful or malicious destruction and/or defacing, including graffiti or tagging, of City property or the property of others.
6.	Repeated Misconduct of a Serious Nature	Repeated misconduct which tends to disrupt the orderly conduct of the SSC facility, program and/or activity.

Level 3 violations are defined as major acts of misconduct. They include repeated misconduct acts from Levels 1 and 2; serious disruption of order at the facility; threats to the health, safety, and property of others; and other acts of serious misconduct. **A Level 3 violation may result in immediate expulsion from the Senior Scene Clubhouse up to a one year suspension.** Level 3 violations include:

1.	Physical Attack	An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual (More serious than Level 2).
2.	Breaking and Entering	The unlawful and willful entry or attempted forcible entry of the facility or the personal property of participants and City of Lake Forest personnel. Entering or being in the SSC area at any time other than during the posted hours of operation.
3.	Destruction of Property/Vandalism (More Than \$250)	The willful or malicious destruction and/or defacing, including graffiti or tagging, of City property or the property of others.
4.	Stealing	Taking the property of another without permission of the person or property of SSC.
5.	Under influence of Alcoholic Beverages or Illegal Drugs	Entering and being in the SSC area under the influence of alcoholic beverages or illegal drugs or with his or her motor skills or judgment impaired as the result of any alcoholic beverage or drugs.
6.	Possession of Alcohol or Illegal Drugs	Using, consuming, or having within his or her custody or control, alcohol, or illegal drugs at any area of the SSC.
7.	Possession of Knives, Guns or Weapons	Use or possession of knives, guns or weapons within the SSC.
8.	Repeated Misconduct of a More Serious Nature	Repeated misconduct which tends to substantially disrupt the orderly conduct of the facility.

E. Staff Responsibilities

1. Documentation: All situations resulting in suspensions of an individual's entry will be documented in writing in a City of Lake Forest Incident Report. The Lake Forest Incident Report must be completed within 24-hours from the time of the incident and given to his/her immediate Supervisor.
2. Notification: Staff shall provide a written notice explaining the violation and cause of the suspension to any person whose entry is suspended more than one week.
3. Retention: Incident Reports and Written Notices shall be retained per the City's Records Retention Policy.

F. Appeals

Individuals who are suspended shall have ten (10) days from the date of the revocation and/or ban to request an appeal hearing with the Director of Community Services. The appeal request shall be in writing and submitted to the Director. Within twenty (20) days of receiving the appeal request the Director shall provide the appeal hearing. The Director shall have the right to reinstate the entry and remove the ban, uphold the entry revocation and ban, or take any other action deemed appropriate. The holder of a suspended entry may appeal the decision of the Director using the procedures in Chapter 1.12 of the Lake Forest Municipal Code.

G. Authority

This Policy is adopted pursuant to the authority granted in and is consistent with Chapter 13.05 of the Lake Forest Municipal Code and the authority of the City Manager. This Policy may be amended at his discretion.


Debra Rose, Interim City Manager

4/6/17
Date