



Museum Visitor Code of Conduct |

Commented [AF1]: If we call it a "Policy" we need Board approval. I think this is more a museum management document than a governance one.

Visitor and Guest Behavior

The IMAS has adopted this Code of Conduct for the safety and comfort of all museum visitors, guests, and volunteers. For the purpose of this Code of Conduct, the museum is defined as the building, the parking lot and courtyard. Those who violate the Code of Conduct may be subject to suspension of their museum privileges, exclusion from museum and/or legal action. Decisions are at the discretion of the IMAS Executive Director or their designee.

The IMAS Executive Director or their designee shall be responsible for the enforcement of the Code of Conduct. Depending on the severity of the infraction, the museum will institute discipline ranging from a verbal warning, through denial of specific privileges, such as attending programs and/or classes, to denial of the right to visit the museum for a specific time frame.

The IMAS Executive Director or designee may either direct the trespasser to cease the violation or vacate the premises. Upon the refusal of such person to obey the directive, the Director or designee is hereby authorized and directed to make a complaint to the appropriate law enforcement agency and to sign any information as necessary charging said trespasser with the appropriate violation of the Penal Law. In situations where the Director or designee feels that the health, safety, or security of the museum visitors or personnel are threatened, any and all appropriate action may be taken including, but not limited to, calling the police for assistance. In the event of inappropriate behavior by a minor, the child's parent or guardian may be notified by the Director or designee. At the first opportunity, the Director or designee shall follow the established procedures for recording the facts and circumstances surrounding the enforcement of this policy by completing an Incident Report Form.

Appeals relating to suspension of museum privileges and/or revocation of privileges to enter the museum premises shall be made to the IMAS Board of Trustees.

Harmful, Disruptive, or Destructive Behavior includes:

- Engaging in conduct that interferes with other museum visitor's and/or staff's ability to reasonably visit the museum or perform their job duties.
- Using abusive or threatening language or actions.
- Interfering with museum visitor's reasonable expectation of privacy.
- Creating unreasonable noise such as loud, boisterous talking or using personal electronic equipment without headphones or at a volume that is audible to others.
- Cell phone calls should be brief, answered with a low voice tone, and kept at a minimum in public areas.
- Throwing, running, climbing, or playing sports in fine arts galleries or other areas not designated for such activities.
- Using museum materials, equipment, furniture, fixtures, or the facilities in a destructive, abusive, or potentially damaging manner, in a manner likely to cause personal injury to any person, or in any other manner inconsistent with local customary use.
- Carrying weapons or weapon-like items on the premises.
- Using skateboards, bicycles, or rollerblades in the building, on the walkways, or in the parking lot.
- Soliciting, petitioning, or distributing materials or canvassing premises.
- Disobeying the reasonable direction of the Director or designee.

Illegal Activities

- Committing or attempting to commit any activity that constitute a violation of any federal, state, or local statute or ordinance on museum premises.
- Engaging in sexual conduct or indecent behavior on museum premises as defined under Texas Penal Law.
- Using controlled substances on museum premises.
- Smoking or other use of tobacco inside the museum.
- Consuming alcoholic beverages on museum premises is prohibited unless approved in advance by Director as part of a scheduled meeting or event.

Other Inappropriate Behavior

- Bringing animals, other than working service animals, inside building without prior permission of Director.
- Using restrooms for bathing, shaving, washing hair, or other personal hygiene.
- Using exhibit areas for changing diapers or other personal hygiene.
- Loitering on grounds.
- Parking vehicles on museum premises when not visiting the museum.
- Exhibiting any other condition or action in which in the judgement of the Director disrupts the operation of the museum or its use by others or which

endangers the health, safety, or wellbeing of museum visitors, volunteers, or employees.