

Public Outdoor Spaces Policy*Effective Date: 11/03**Reviewed and Revised: 1/22, 7/25***Page 1 of 2****Management Policies**

Policy**General**

This policy concerns the dissemination of information and other speech acts on Library property by persons or entities other than the Library and its officers, agents, and employees subject to time, place and manner regulations set forth herein, which are necessitated due to limited resources and the fact that Library patrons include minors.

Outdoor space in a limited public forum area

The Library designates certain Library-owned public outdoor space outside of the Library, generally described as the paved plaza immediately south of the Library and north of the parking lot (the “Outdoor Limited Public Forum”) for the conduct of charitable, religious or political speech or expressive conduct, parades, walks, meetings, demonstrations or other public assemblies, or distributing printed or written material by the public (cumulatively, “First Amendment Activity”), subject to the time, place, manner and safety limitations set forth herein. The Outdoor Limited Public Forum expressly excludes any driveway, parking area, and landscape islands in the parking area.

First Amendment Activity, in consideration of all other Library activity and the safety of patrons and staff, shall not obstruct ingress or egress to any place or building on Library property in a manner that would hinder or impede the passage of pedestrians.

No person shall, while on any Library property:

- Engage in disorderly conduct or act in any manner so as to disrupt the normal operation of the Library. Excessively loud noise or playing of music, fighting, use of obscene or abusive language, threatening violence to any person, or engaging in or encouraging unlawful activity.
- Engage in solicitation from persons on Library property, except for First Amendment Activity in areas specifically described in this policy as a designated limited public forum. In no event shall any person harass another by engaging in persistent demands; misrepresent his or her affiliations; misrepresent what any solicited funds will be used for; make any statement, gesture or other communication that would cause a reasonable person to feel threatened, coerced, compelled or intimidated into giving money, goods or services; or use any obscene or abusive language during or following a solicitation.
- Obstruct or impede pedestrians or vehicles or the entrance to any building or vehicle or interfere, interrupt, or engage in conduct that causes a disruption to any program, activity,

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function, and/or special event conducted, sponsored, licensed or otherwise permitted by the Library.

- Engage in any First Amendment Activity reasonably expected to involve more than twenty (20) persons or vehicles at any time without the issuance of a permit from the Director or Director's designee. The Library issues permits to these groups to ensure safety and fairness among groups that may seek to use the Outdoor Limited Public Forum Space for First Amendment Activity. Permit applications will be considered based on objective criteria, including (1) the number of participants, (2) whether amplified sound will be used, (3) whether fencing, stages, or other structures will be used, and (4) whether food or drink will be served. The Library will not deny a permit based on the identity of an individual or group, or the content of their First Amendment Activity. The Library may impose reasonable time, place and manner restrictions upon any First Amendment Activity on any Library Property and all persons shall comply with such time, place, and manner restrictions.
- Hold or attempt to hold any sponsored entertainment, social, recreational, or athletic event, without first obtaining a permit from the Director or Director's designate in accordance with facility permit or reservation procedures.

Parking lot

The use of the parking lot serving the Ela Area Public Library shall be limited to parking purposes for motor vehicles used by library patrons and others attending events or activities at the Library. To ensure the safety of staff, patrons, and visitors, the parking lot shall not be for First Amendment Activity. The regular parking needs of employees and patrons of the Library shall be entitled to first priority for available parking space. Secondary priority is granted to those attending Library-sponsored programs and meetings, and programs and meetings of civic, cultural, educational, or governmental entities.

Procedures

Requests for use of any Outdoor Limited Public Forum on the premises of the Ela Area Public Library shall be made to the Library Director or the Library Director's designee. Requests will be honored if there is sufficient space and no other logistical impediments to the speech activity and, where required, completion of an application for a permit. Library programming and services shall have priority over all requests.