

# Code of Conduct

## Pardall Center Governance Board Operational Directives

*Associated Students, University of California— Santa Barbara*

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### **§1. Purpose**

The Pardall Center is committed to providing a safe and productive environment for all UCSB students and members of the broader Isla Vista community. This Code of Conduct explains the rules and expectations of the space, expanding on Policy 32 of the Associated Students Standing Policies & Procedures. All users are expected to respect staff, fellow users, and the space by following this Code of Conduct and all other applicable policies while on Pardall Center grounds.

### **§2. Membership**

Membership is required by all non-UCSB users who access the Pardall Center and its services. Membership is free for all users and includes an agreement to abide by the Pardall Center's Code of Conduct before use of the space.

## Community Agreements & Expectations

### **§3. Respect for Staff**

- A. Pardall Center staff are responsible for maintaining order and ensuring a welcoming environment. Staff must be treated with respect, and their directions must be followed at all times. The Pardall Center reserves the right to limit or revoke access to the Center for anyone violating any policy or staff instructions, or engaging in verbal and/or physical abuse of staff or users.

### **§4. Respect for Users**

- A. All users can expect to be treated fairly and respectfully by Pardall Center employees and fellow users.
- B. Harassment, discrimination, threats, or abuse based on race, ethnicity, color, national origin, gender identity or expression, sexual orientation, disability, religion, socioeconomic status, or any other protected characteristic will not be tolerated.

### **§5. Respect for Space**

#### **Disruptive Behavior**

- A. Pardall Center space is primarily used as a space for study, resources, services, and events. Users must be considerate of others and mindful of their noise levels.

- B. Loitering is prohibited if staff deems it disruptive to other Members.
- C. Disruptive behavior that interferes with study, work or events is strictly prohibited, including loud conversations in designated quiet areas, use of audio devices without headphones, and other excessive noise.

#### **Furniture/Appliances**

- A. Unattended items may be inspected by staff if deemed necessary.
- B. All furniture and appliances within the Pardall Center are owned by Associated Students and must be handled responsibly. Users may be required to compensate Associated Students for damage or destruction of property.

### **General Rules & Policies**

#### **§6. Privacy**

- A. Users' private information will not be shared by staff unless required by law, University policy, or in cases of emergency.
- B. If another user's information is left visible on a shared computer, please log out or alert staff to maintain confidentiality.
- C. Downloads and files on shared computers will be regularly deleted by staff.
- D. Recording, photographing, or filming persons in the Center without their prior consent is prohibited.

#### **§7. Children**

- A. Children under 14 must be accompanied and supervised by a parent or adult guardian while at the Pardall Center. Guardians assume all liability and responsibility for the actions and safety of minors while in the Center. The Pardall Center does not assume any liability for the safety of children left unattended.

#### **§8. Hygiene & Attire**

- A. Users must be fully clothed at all times in the Pardall Center. Shoes and shirts are required.
- B. Pardall Center's bathrooms are the only designated space where hygiene-related activities are allowed.
- C. User hygiene deemed to be distracting will be addressed by staff quietly requesting the Member take advantage of the Center's free hygiene supplies.

#### **§9. Food & Drink**

- A. Food and drink are allowed in the Pardall Center except in the computer area.
- B. Staff approval is required to bring in or serve large quantities of food.
- C. Members are required to clean up after themselves and follow the compost and recycling policy.
- D. Those with odorous foods may be asked to remove them to the patio at the staff discretion.

## **§10. Animals**

- A. Pets are allowed in the Pardall Center but must be under constant supervision.
- B. Disruptive or ill-behaved pets may be required to leave the premises at staff discretion.

## **§11. Lost and Found**

- A. To retrieve items, the owner must show an ID and have a detailed description of the item and where it might have been misplaced.
- B. Items not claimed within two weeks will be donated or disposed of.
- C. The Pardall Center is not responsible for lost, stolen, or damaged personal items.

## **Safety & Security**

## **§12. Alcohol/Smoking/Controlled Substances**

- A. The following are prohibited on Pardall Center property, including the patio
  - 1. Smoking of any kind, including vaping
  - 2. Possession, consumption, and distribution of alcoholic beverages
  - 3. Possession, consumption, and distribution of any controlled substances
- B. Users under the influence of alcohol and controlled substances who display disruptive behavior will be asked to leave the premises.

## **§13. Weapon**

- A. Weapons of any kind are prohibited at the Pardall Center, including but not limited to firearms, knives, concealed weapons, or any object designed to or used for inflicting bodily harm or physical damage.
- B. Any object that staff determine to pose a risk to safety may be treated as a prohibited item and must be removed from the premises.

## **§19. UCSB Policies**

- A. Users of the Pardall Center must also adhere to [UCSB Policies](#) and [Associated Students Legal Code](#).

## **§20. Date Adopted & Amended**

The Pardall Center Governance Board voted to adopt this policy on **10/07/25**. The names of the Chairs at time of adoption have been listed below.

- A. *Adopted on 10/07/25 by **Hannah Adams-Claros***