

**CITY OF ST. JOHNS**  
**CITY BUILDINGS AND PROPERTY BEHAVIOR AND USE POLICY**  
**VER 12-1-24**

**I. Purpose**

The City of St. Johns adopts this Policy to provide for the safety and security of the City buildings including the Police Department, City Hall, meeting rooms and the business offices, to provide for the safety and security of City employees and officials and to ensure the orderly conduct of City business.

**II. Applicability**

This policy applies to the use of the City Offices, Police Department, and other City buildings, including the office space, reception areas, meeting rooms and similar business areas during regular business hours ("City Buildings") Some regulations may relate to (1) the City Buildings, (2) space occupied by City offices or departments that are located in a building not owned by the City ("City Occupied Space"), and (3) and the property on which the City Building is located (collectively referred to as "City Property"). Unless specified, the regulations apply to all City Property.

This policy does not apply to city parks, city sidewalks or other spaces considered traditional public forums, which may have their own rules.

To the extent provisions of this Policy conflict with the Open Meetings Act (OMA), those provisions do not apply to any room in any City Building or City Occupied Space during a meeting that is open to the public pursuant to the OMA. The public must comply with any public comment policy and may only be removed for a breach of the peace as defined by the OMA.

**III. Policy**

A. *Spaces within City Property.*

a. *Non-public Space.* All private offices, meeting rooms and areas within City Property s that are restricted to the public may not be entered by any person without express permission from a City employee who is authorized to grant access to those private areas.

b. *Spaces with Specific Purposes.* These spaces include vestibules, lobbies, waiting areas, or similar spaces within City Buildings or City Occupied Space. A person may come into these spaces in order to do business with the City or with express permission from a City employee who is authorized to grant access to those areas.

- B. Violations of Law. No person may commit or attempt to commit an activity in violation of federal, state, or local law, ordinance, or regulation while on City Property.
- C. Engaging in Proper Activities. Persons must be engaged in activities associated with City business while in City Buildings, or City Occupied Space. The City business being conducted must match the use of the particular City Buildings or City Occupied Space.
- D. Harassment. Staring, photographing, video recording, audio recording, following, arguing with, talking or behaving in a manner (1) which can reasonably be expected to disturb those using the City or staff while such staff or visitors are at the City Property; (2) that interferes with the others' use of the City Property or the ability of the staff person to do his or her job; (3) that would create or may result in a hostile work environment for City staff; and/or (4) that violates Michigan law is prohibited.
- E. Considerate Use. Using obscene or threatening language or gestures on City Property is prohibited.
- F. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other staff or other visitor's use of the City Property or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited.
- G. Drugs; Alcohol. No person shall be intoxicated or under the influence of drugs or alcohol while at the City Property. No person shall possess illegal drugs or alcohol on City Property unless specifically authorized by the City.
- H. Smoking; Tobacco or Marijuana Use. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited at the City Property. Using, smoking, or possessing marijuana at City Property is also prohibited.
- I. Photography. City will not regulate visitors who engage in casual filming and photography while present in public areas or places with specific purposes of City Property, subject to the provisions of this policy.

For purposes of this subsection of the policy, "public areas" are defined as areas available to the public where individuals do not have a reasonable expectation of privacy from being viewed by other visitors, which includes the lobby or vestibule

or outdoors space. Areas in the City Property where there is a reasonable expectation of privacy for individuals include restrooms, private offices, staff areas not in view of the public, or other areas where photography is prohibited by signage. There is no filming of private areas even if those areas can be accessed from a public area unless authorized by the City Manager or their designee. For example, people are not permitted to film private offices from outside of the building. For all other areas, other than “public areas,” the person must obtain permission from the City Manager to photograph or video.

- J. Campaigning, Petitioning, Interviewing and Similar Activities. The City prohibits campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, protesting, and soliciting within City Buildings unless authorized by the City Manager or their designee.
- K. Weapons. Carrying guns, pistols, or other weapons, except as specifically permitted and exempt from local regulation by law, on City Property is prohibited.
- L. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances of any City Building or City Occupied Space must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
- M. Animals. Animals are not permitted within City Buildings or City Occupied Space other than service animals (as defined by law) for those individuals with disabilities and those used in law enforcement. Animals may not be left unattended or be off-leash on City Property.
- N. Unauthorized Use. All people must leave the City Property promptly at closing time and may not be in any City Building or City Occupied Space when it is not open to the public. No sleeping is permitted in City Buildings or City Occupied Spaces.

#### **IV. Violations**

- A. Any person violating this Policy shall be asked to leave the City Property by City Staff or Officials.
- B. If the person refuses to leave, the police and/or building security shall be called.

***Adopted by the St. Johns City Commission at a regular meeting held on November 25, 2024.***