



## ADMINISTRATIVE POLICY

<b>SECTION</b> 700-Facility & Property Management	<b>POLICY</b> 705
<b>TITLE</b> Westside Commons Facility Use	<b>IMPLEMENTED BY PROCEDURE</b> N/A
<b>SPONSORING DEPARTMENT</b> Facilities, Fleet and Parks Department	<b>R&amp;O</b> N/A
<b>ADOPTED</b> May 28, 2026	<b>REVIEWED/REVISED</b> N/A

### PURPOSE

The purpose of this policy is to establish clear, consistent rules for the safe, equitable, and lawful use of the Westside Commons. It outlines expectations for facility use, event access, public conduct, and expressive activities to ensure public safety, protect County property, and provide fair, inclusive access for all visitors.

### AUTHORITY

The authority to establish and enforce this policy is granted by the Washington County Board of Commissioners and the County Administrator.

### APPLICABILITY

These policies establish conditions for the use of the Westside Commons during events for the safety and enjoyment of the County, Users, Users' Events, and visitors to the Events. Regulations shall apply equally to all users and visitors, regardless of viewpoint, and reasonable accommodations will be made for individuals with disabilities or limited English proficiency.

### DEFINITIONS

**Accessibility Accommodation** - A modification, auxiliary aid, or service provided to ensure meaningful access to programs, services, or facilities at Westside Commons for individuals with disabilities or limited English proficiency.

**Commercial Activity** - Any activity involving the sale, advertising, marketing, or promotion of goods or services, or the solicitation of funds for commercial purposes.

**Events** - any scheduled use of the facilities, indoors or outdoors, by individuals, groups, or organizations for a specific purpose. Events require a Use Agreement and may be public or private, free or ticketed.

**Exclusion** - The temporary or long-term removal of an individual from Westside Commons in accordance with County Exclusion Policy 502/502-A or any amendment thereto or other applicable regulation.

**Facilities** - All physical spaces, structures, and building systems that make up Westside Commons. This includes but is not limited to interior and exterior areas, common spaces, rooms, grounds, utilities, equipment, fixtures, furnishings, and any associated infrastructure maintained or managed as part of Westside Commons operations.

**Premises** - Any indoor or outdoor space at Westside Commons that is rented, reserved, or assigned for use by a User, including buildings, rooms, halls, fenced areas, and designated event spaces.

**Protected Activities** - Expressive activities protected under federal or state law, including verbal or non-verbal speech, leafletting, signature gathering, canvassing, and distribution of non-commercial written materials.

**Use Agreement** - A written contract between the County and a User that outlines the terms, conditions, responsibilities, and fees for using facilities or Premises at Westside Commons.

**User** - An individual, organization, or entity that rents, reserves, or is otherwise authorized to use facilities or Premises at Westside Commons under a Use Agreement.

**Venue Manager** - The County employee or designee responsible for facility operations, event oversight, policy enforcement, and approval of activities at Westside Commons.

**Visitor** - Any member of the public who enters Westside Commons, whether or not they are attending a User's Event.

**Weapon** - Any item or device defined as a weapon under ORS 166.360(10) or otherwise capable of inflicting injury, including but not limited to firearms, ammunition, knives with blades four inches or longer, explosives, chemical devices, or similar items.

## **GENERAL POLICY**

This policy establishes clear, consistent rules for the safe, equitable, and lawful use of Westside Commons outside of the annual Washington County Fair. As a self-supporting Division of Washington County, Westside Commons is responsible for generating operational revenue through effective marketing, booking, and management of indoor and outdoor event spaces. This policy provides the framework needed to support those functions while upholding the County's commitments to transparency, fairness, and responsible public stewardship.

The policy outlines the expectations for facility use, event access, public conduct, and expressive activities to ensure public safety, protect County property, and maintain an environment that enables successful event operations for Users and an inclusive, accessible experience for all visitors. These standards help ensure that Westside

Commons can fulfill its dual mission of serving as a public resource and operating a financially sustainable, professionally managed event venue.

## **POLICY GUIDELINES**

### **1. Responsibilities**

1.1 The Westside Commons Division shall be responsible for developing procedures to implement this policy and for monitoring compliance.

1.2 Individuals engaged in Non-commercial advertising, canvassing, soliciting, protesting, and general speech

It is the policy of the Westside Commons to allow protected activities, including but not limited to verbal or non-verbal expression, solicitation of signatures for initiatives, petitions, canvassing, soliciting and dissemination of written materials, subject to and in accordance with the following conditions. The conditions, which are intended to protect the safety of County and User employees, vendors, volunteers, and visitors, are as follows:

- 1.2.1 No person or group shall use any portion of the property or facilities of Westside Commons to distribute or advertise products, goods, or services of a commercial nature, or solicit funds without the written consent of the Venue Manager.
- 1.2.2 No person or group shall obstruct parking lot entrances, exits and travel lanes. Interference with the safe flow of traffic or with the duties of traffic attendants is prohibited.
- 1.2.3 No person or group shall use land vehicles, including but not limited to cars, trucks and other motorized vehicles, bicycles, scooters, skateboards, and skates on the Westside Commons property or facilities except to enter and park. Use of air vehicles is prohibited. Use of land vehicles as platforms or other temporary or permanent structures or platforms is prohibited.
- 1.2.4 No person or group shall use loudspeakers and other external sound amplification devices.
- 1.2.5 No person or group shall impede pedestrian or vehicular traffic.
- 1.2.6 No person or group shall gather, have activities, block, or impede pedestrian or vehicular traffic within twenty feet of admissions kiosks, doors, ticket booths, or entrance gates.
- 1.2.7 No person or group shall obstruct a County or User employee, contractor, subcontractor, volunteer, agent or visitor's line of travel or act in a manner that results in active detention of a County or User employee, contractor, subcontractor, volunteer, agent, or visitor against their will.
- 1.2.8 No person or group shall engage in abusive conduct that constitutes actual or threatened physical harm directed against a County or User employee,

contractor, subcontractor, volunteer agent, or visitor. The Venue Manager may order additional conditions to any of the activities as necessary to maintain the safety of the User's Event, the facilities, and visitors.

- 1.2.9 Nothing in these conditions is intended to prohibit the removal or trespass of any individual(s) from Westside Commons per Exclusion Policy-502/502-A/R&O 12-53 and 17-25.

### 1.3 Users of Event Space at Westside Commons, during User's Event, for the safety and enjoyment of the County, User, User's Event, and visitors.

- 1.3.1 For ticketed/registered Events for Users who rent the Lobby in the Wingspan Event & Conference Center at Westside Commons (as outlined in the Use Agreement 2.1):

User may check tickets/registration outside of the doors to the Wingspan Event & Conference Center. If a visitor does not have a ticket/registration to the Event, the User does not have to allow the visitor entrance into the Wingspan Event & Conference Center.

- 1.3.2 For ticketed/registered Events for Users who rent any Premises except the Lobby in the Wingspan Event & Conference Center or at Westside Commons (as outlined in the Use Agreement 2.1):

The User may check tickets/registration outside the doors of the premises. If a visitor does not have a ticket/registration to the Premises, the User does not have to allow them entrance into the Premises.

- 1.3.3 For non-ticketed/registered Events for Users who rent any Premises in the Wingspan Event & Conference Center or at Westside Commons (as outlined in the Use Agreement 2.1):

User may not disallow a visitor entrance into the Premises unless the visitor is violating any item from this policy.

### 1.4 Persons visiting Westside Commons

Westside Commons welcomes all members of the public. The following restrictions ensure safety and fair access for everyone. Any hygiene-related or attire-related concerns will be addressed in a manner consistent with public health standards and without discrimination based on housing status, cultural attire, religious attire and consistent with all state and federal laws.

#### 1.4.1 No person may:

- a. Engage in conduct that constitutes a crime.
- b. Unless otherwise authorized by law, carry upon the person a weapon or an instrument by the use of which injury could be inflicted upon a person or property of a person. This definition includes all firearms, ammunition, clubs, brass knuckles, explosives, or destructive devices. It includes knives, with the exception of pocket knives with blades that are less than four inches

in length and not capable of opening automatically. This definition also includes chemical weapons and devices with the exception of pepper spray intended for personal protection, as well as stun guns, or other objects that may be considered weapons as defined in ORS 166.360(10).

- c. Discharge a firearm in violation of ORS 166.220.
- d. Sell, drink, or consume alcoholic beverages or possess an alcoholic beverage container that has been opened, has a broken seal or the contents of which have been partially removed, unless otherwise authorized by law or Use Agreement.
- e. Smoke tobacco products, including E-Cigarettes or Vape. Westside Commons is a smoke/vaping-free campus. "Tobacco Products" means any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means.
- f. Intentionally or knowingly block, obstruct, impair, or hinder or attempt to block, obstruct, impair, or hinder the free movement of pedestrian or vehicular traffic in or out of Westside Commons.
- g. Use personal electronic equipment or sound amplification equipment at an excessively loud volume in a manner that unduly interferes with the ability of others to use Westside Commons.
- h. Lay down or sleep at Westside Commons, unless otherwise authorized to engage in such activities by User or County/Venue Manager.
- i. Climb upon an object in such a manner as to create a danger of personal injury or property damage.
- j. All individuals entering and remaining within the venue must wear appropriate attire. For the purposes of this restriction, appropriate attire includes a top, bottom, and shoes, except where an Event-specific Use Agreement allows otherwise.
- k. Ride or operate a skateboard, scooter, roller blades or roller skates for recreational purposes at Westside Commons, unless otherwise authorized to engage in such activities by User.
- l. Bring bicycles, shopping carts, or similar wheeled objects to Westside Commons when doing so would be inconsistent with the intended use of Westside Commons.
- m. Place a display or post written material anywhere within Westside Commons, the violation of which will result in the removal of the written material. This provision does not apply to the display or posting of written material in areas authorized by the Use Agreement.
- n. Pick, cut, trim, or remove flowers, trees, or other vegetation.

## 2. Exceptions

The annual Washington County Fair is governed by the Washington County Fair Board and is not subject to this policy. Other Event-specific exceptions can be included in the Use Agreement as approved by the Westside Commons Venue Manager. General exceptions may only be granted by the County Administrator unless such authority has been delegated to someone else.

### **ACCESSIBILITY AND NONDISCRIMINATION STATEMENT**

Washington County and Westside Commons are committed to providing equal access to all visitors, employees, vendors, and community members. In accordance with Title VI of the Civil Rights Act, Title II of the ADA, and ORS 659A, discrimination based on race, color, national origin, disability, sex, gender identity, religion, age, or housing status is prohibited. Requests for accommodation, translation or interpretation may be made to the Venue Manager or County Civil Rights Officer.

### **IMPLEMENTATION**

Elected officials and department directors are expected to be knowledgeable about and responsible for implementing this policy within their respective departments. Observance of this policy is mandatory for all County employees, and violations may result in disciplinary action, including termination.

### **PERIODIC REVIEW**

Support Services and the Finance Department shall review this policy every three years or more often if necessary and update it as necessary.