The City of Seattle Director's Rule 05-02

Fleets & Facilities Department

Subject: Rules Regarding:

City Hall, City Hall Plaza & Other Adjacent Premises

Number: 05-02

Effective: February 28, 2005 Supersedes: N/A

Approved: Brenda Bauer, Director

1.0 PURPOSE

The purpose of these City Hall Rules is to provide for special rules for City Hall and adjacent areas, including: 1) designating which areas in and around City Hall are open to the public, and if so when; 2) establishing rules of conduct; and 3)establishing rules governing public communication activities.

2.0 REFERENCES

2.1 Fleets and Facilities Director's Rule 05-01. These City Hall Rules are intended to supplement the more generally applicable "Rules Regarding City Buildings and Premises: Access, Operating Hours, & Rules of Conduct," FFD Rule No. 05-01. FFD Rule No. 05-02 applies to City Hall and the adjacent areas unless a particular City Hall rule is inconsistent with them, in which case the City Hall rule applies.

3.0 DEFINITIONS

3.1 "City Hall" means the building located at 600 Fourth Avenue, with public entrances on Fourth and Fifth Avenues.

3.2 "Adjacent Areas" means the areas within the jurisdiction of the Fleets and Facilities Department located between City Hall and the public sidewalks, including: 1) City Hall Plaza and the steps outside the Fourth Avenue side of the building; 2) the Fifth avenue setback area; 3) the garage entrance on the James Street side of the building; and 4) the loading dock entrance on the Cherry Street side of the building.

3.3 "City Hall Plaza" means the open area between the Fourth Avenue public sidewalk and the City Hall building, including the outside steps approaching the Fourth Avenue entrance.

3.4 "Department" means the Fleets and Facilities Department or successor agency.

3.5 "Director" means the Director of the Fleets and Facilities Department.

3.6 "Fifth Avenue setback area" means the open area between the public sidewalk and the building on the Fifth Avenue side of the building, including the area under the building overhang.

3.7 "Public speech activities" means the following activities when engaged in by members of the general public on City property:

3.7.1 Distributing leaflets or other material intended to convey a message;

3.7.2 Gathering signatures on petitions, letters, or other similar materials; and,

3.7.3 Orally communicating a message via amplification or in a voice sufficiently loud to be reasonably understood as intended to generally communicate with persons in the speakers' vicinity rather than as a conversation with another specific person or persons. It does not include communicating in this manner to the extent necessary to deal with an emergency that endangers or potentially endangers property or personal safety.

3.8 "Public sidewalk" means the areas provided for pedestrians' use as a public right of right of way and that are located between the curblines of the streets surrounding City Hall and the property line demarcating the City property upon which City Hall is built.

4.0 AREAS OPEN TO THE PUBLIC.

Unless posted otherwise, the following City property is open to the public as noted:

4.1 City Hall is open to the public from 7 a.m. to 6 p.m. and during public events (for example, City Council meetings). City Hall is not open to the public on Saturdays, Sundays, and City Holidays.

4.2 The First Floor Lobby, the Grand Stairs to the second floor, the area outside the City Council Chambers on the second floor, and the L2 lobby are open to the public when City Hall is open to the public.

4.3 City Hall Plaza is open to the public when City Hall is open to the public and at other times only by permit or authorization.

4.4 The Fifth Avenue setback area is open to the public when City Hall is open to the public and at other times only by permit or authorization.

4.5 The City Hall parking garage and loading dock are not open to the public. They are open only to those with special authorization (for example, special parking permits, delivery trucks).

4.6 Elevators, stairways, and lobbies. The first floor lobby and the L2 lobby are open to members of the public while City Hall is open. Elevators, other stairways, and other lobbies are open to members of the public when they are: 1) attending to City business; or 2) attending City sponsored or authorized events or activities as an invitee.

5.0 RULES GOVERNING PUBLIC SPEECH ACTIVITIES

5.1 General Rules

5.1.1 All public speech activities, wherever conducted, must comply with all applicable laws (for example, see SMC 12A.12.015, "Pedestrian Interference").

5.1.2 Disruption Prohibited. All public speech activities allowed by these rules must be conducted in such a manner that they: 1) do not disrupt or impede the ability of City employees' or members of the public to conduct City business; 2) do not interfere with the public's access to City services; 3) do not interfere with the ability of City employees or members of the public to enter, leave, and move about in City Hall; and 4) do not endanger the safety and security of employees or members of the public.

5.1.3 Amplified sound. Amplified sound inside City Hall requires a permit or other authorization.

5.1.4 Signs and Banners. Signs, banners, and other objects may not be attached to walls, railings, or other structures anywhere either outside or inside City Hall. No unattended signs are allowed, except for one free-standing sign during an event not to exceed 36" x 36". Hand carried signs are allowed in specific areas as provided below.

5.1.5 The Director may modify or suspend these rules in order to accommodate City sponsored or approved events.

5.2 Rules for Specific Locations. Some rules governing Public Speech Activities vary according to the location.

5.2.1 Public Sidewalks. Public Speech Activities on the public sidewalks do not require any special permit or authorization, except that a permit is required to place a table or other structure on the public sidewalk. See SMC 15.04.010, "Permit Required."

5.2.2 City Hall Plaza and Fifth Avenue setback area. Public Speech Activities on City Hall Plaza and on the Fifth Avenue setback area do not require any special permit or other prior authorization, with the following exceptions:

5.2.2 (1) Large Gatherings. Any gathering attracting, or reasonably expected to attract, fifty (50) or more people requires a permit or other authorization;

5.2.2 (2) Amplification. Any use of amplification equipment requires a permit or other authorization;

5.2.2 (3) Equipment. The placement of any tables, equipment, or other objects requires a permit or other authorization; and,

5.2.2 (4) Signs and banners. An individual may carry one sign or banner no larger than 36" by 36". No unattended signs are allowed, except for one freestanding sign during an event not to exceed 36" x 36". Signs and banners must be carried in a manner that does not jeopardize the safety of others.

5.2.3 Inside City Hall. Areas inside City Hall are not a forum for public speech activities. However, limited public speech activities are allowed in designated areas as follows:

5.2.3 (1) City Hall First Floor Lobby. Members of the public may, on a first come-first served basis, distribute literature or gather signatures while stationary or circulating around in the first floor lobby without a permit or other prior authorization. Tables or other objects are not permitted in the First Floor Lobby.

5.2.3 (2) Other locations. Other locations inside City Hall are not a forum for public speech activities. For example:

5.2.3 (2) A. Open Stairways. The Grand Stairway from the first floor lobby to the second floor Council Chambers is a means of passage from the first floor lobby to the City Council Chambers. The stairway from City Hall Plaza to First Floor Lobby is a means of passage from the plaza to the first floor lobby. Neither stairway is a forum for public speech activities. Sitting on designated portions of the stairways may be permitted during events in a manner that complies with the Fire Code and other applicable law.

5.2.3 (2) B. Inside City Council Chambers. The City Council may adopt rules or polices applicable inside the City Council Chambers.

5.2.3 (2) C. Water features. Entering or placing any material or objects in the exterior fountain or other interior or exterior water features is prohibited.

6.0 PERMITS AND OTHER AUTHORIZATION

6.1 The Director may develop and approve application and other forms for requesting a permit or authorization required by these rules. Such forms may be requested from the Fleets and Facilities Department Facility Operations Division.

6.2 The Department shall respond in writing to an application within a reasonable time by either granting, denying, modifying, or adding reasonable conditions. In making the decision, the Department shall consider the following factors regarding the proposed event or activity's impact upon:

6.2.1 The safety of employees, members of the public, and the event participants;

6.2.2 The ability of the City to conduct City business;

6.2.3 The ability of members of the public to access City services;

6.2.4 Other City-sponsored events or activities;

6.2.5 Other permitted events or activities; and,

6.2.6 Public property.

6.3 The Department shall respond to the written request in writing within a reasonable time by either granting, denying, modifying, or adding reasonable conditions.

6.4 If the decision is to deny, to modify, or to issue the permit with conditions, the Department shall explain in writing its reasons, explaining how the permit as requested would create an unreasonable risk to or adverse impact upon one or more of the factors described above.

6.5 Applications for permits to conduct any activities on the public sidewalk that require a permit should be directed to the Seattle Department of Transportation (SDOT) Street Use Permit Counter.

7.0 ENFORCEMENT

7.1 Engaging in any activity which requires a permit or authorization without such a valid permit or authorization constitutes a violation of these rules.

7.2 Any violation of these rules or other applicable rules or law may result in: 1) revocation of a person's permission to remain in City Buildings and/or on the adjacent premises; 2) issuance of a Notice of Exclusion as provided in FFD Rule 05-01; and/or 3) arrest or citation.

8.0 PROCEDURES

The Director is authorized to issue procedures regarding the implementation of this rule, including but not limited to:

8.1 Developing and approving application or other forms for the permitting or approval process;

8.2 Developing special guidelines or procedures regarding specific locations such as, but not limited to; the Interior Grand Stairs; the Exterior Grand Stairs; the Lower Plaza; the Upper Plaza; the Lower Plaza Lobby located behind the red glass wall; the Bertha Knight Landes Room; the interior and exterior water features; the Main First Floor Lobby; and the Level 2 Lobby.

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