

Title 55: Department of Citywide Administrative Services

Chapter 1: Conduct Within Structures and Grounds Under the Control of the Division of Facilities Management and Construction Services

§ 1-01 Scope and Enforcement.

These Rules and Regulations shall:

- (a) Apply to all property under the control of the Division of Facilities Management and Construction Services.
- (b) Be in addition to and supplement applicable City, State and Federal laws and regulations.
- (c) Be enforced by the Division of Facilities Management and Construction Services and by each occupant agency.

§ 1-02 Definitions.

The following words and phrases as used in these Rules and Regulations shall have the following meaning:

Authorized individual. An "authorized individual" is any police officer, peace officer, special patrolman, city official or any individual designated by the Deputy Commissioner of the Division of Facilities Management and Construction Services or the head of an occupant agency to exercise authority in the management, operation and utilization of property.

Deputy Commissioner. The "Deputy Commissioner" is the Deputy Commissioner of the Division of Facilities Management and Construction Services.

Occupant agency. An "occupant agency" is any agency of the City of New York which occupies or possesses any part of property under the control of the Division of Facilities Management and Construction Services.

Property. "Property" is any real estate which is owned, leased or operated by the City of New York or any agency thereof, which is under the control of the Division of Facilities Management and Construction Services.

§ 1-03 Operating Hours; Emergencies; Packages.

- (a) Except as otherwise ordered, property shall be closed to the public after normal working hours.
- (b) Property may be closed to the public during emergencies and at such other times as may be necessary for the conduct of business.
- (c) Anyone admitted on the property may be required to show identification and to sign a register.
- (d) Persons carrying packages, briefcases and other types of containers shall be required to open them for inspection when so requested by an authorized individual as a condition of entering or leaving the property.

§ 1-04 Preservation of Property.

While on or about the property, no person shall:

- (a) Dump, litter or throw any refuse, dirt or rubbish.
- (b) Abandon a vehicle.
- (c) Throw or project a stone or other missile.
- (d) Climb upon the roof of any building or enter any area which is posted as being closed to the public.
- (e) Destroy or damage any structure or remove any part thereof.
- (f) Destroy, damage or remove any property found on or within any structure.
- (g) Interfere with the operation of any utility system servicing the property.
- (h) Injure, mutilate, deface, alter, change, displace, remove or destroy any posted sign or notice.

§ 1-05 Conformity with Signs and Official Directions.

Persons on or about the property shall comply with official signs and obey directions given by authorized individuals.

§ 1-06 Gambling.

With the exception of those activities conducted by the Off-Track Betting Corporation, the operation of, or participation in, unauthorized lotteries, pools or games for money or something of value on or about the property is prohibited.

§ 1-07 Alcoholic Beverages, Drugs and Similar Substances.

- (a) No person may enter upon property while his ability to function has been impaired by alcohol, drugs or any other substance.
- (b) No person shall bring upon or use while on the property any substance capable of impairing normal human functioning.
- (c) The above prohibition shall not apply to drugs prescribed by a physician or when permission has been obtained either from the Deputy Commissioner or head of the occupant agency.

§ 1-08 Soliciting, Vending and Debt Collection.

The soliciting of alms, subscriptions, contributions, commercial soliciting and vending of all kinds without the prior written approval of the Commissioner or his/her designee, and the collecting of private debts in or on the property is prohibited. This rule shall not apply to national and local drives for funds for charitable, educational or other such purposes sponsored or approved by the Commissioner or his/her designee, head of an occupant agency or elected city officials. Any person who violates this rule in any public building may be expelled from such building. Repeated violations of this rule may result in the violator being banned from the premises. Any person may appeal such ban in writing to the Commissioner.

§ 1-09 Handbills.

(a) No person shall distribute any material such as pamphlets, handbills and flyers on the property unless the prior written approval of the Deputy Commissioner or head of the occupant agency has been obtained.

(b) No person shall place or cause to be placed upon or affixed to the property any words, characters, illustrations or devices as a notice of, or reference to any matter or event. This prohibition shall not apply to personal notices posted by employees on authorized bulletin boards, or when the prior written approval of the Deputy Commissioner has been obtained.

(c) The foregoing prohibitions shall not apply to notices or other materials posted or distributed pursuant to provisions made or contained in collective bargaining agreements.

§ 1-10 Animals.

Unless otherwise authorized, no person shall bring any animal, except properly harnessed seeing-eye dogs, onto the property.

§ 1-11 Vehicular Traffic.

(a) A person driving a vehicle upon the property shall operate it in a safe manner and comply with posted traffic signs and directions given by authorized individuals.

(b) A person driving a vehicle upon the property shall not:

- (1) Park without a permit.
- (2) Park in any area reserved for city vehicles or authorized individuals.
- (3) Block entrances, driveways, walks, ramps, platforms or hydrants.

§ 1-12 Weapons and Explosives.

Unless otherwise ordered by law or regulation, no person shall carry any gun, firearm, explosives or deadly or dangerous weapon upon the property.

§ 1-13 Disturbances.

Any disorderly conduct or conduct on the property which creates loud and unusual noise or which obstructs the usual use of entrances, foyers, corridors, offices, elevators, stairways and parking lots or which otherwise tends to impede or disturb the public employees in the performance of their duties, or which impedes or disturbs the general public from obtaining the administrative services provided on the property, is prohibited.

§ 1-14 Photographs.

(a) Except for those holding permits from the Executive Director of the Office of Economic Development and members of the press who hold working press identification cards, no person shall take photographs or moving pictures within any structure located on the property.

(b) *Courtrooms.* The taking of photographs in a courtroom or the broadcasting or telecasting from a courtroom at any time or on any occasion is prohibited except where prior written permission has been obtained from the presiding justice of the Appellate Division of the Department wherein the courthouse is situated.