

SAUK COUNTY WEST SQUARE BUILDING & COURTHOUSE MEETING ROOM POLICY

Scheduling

Room assignment will be made on a first come/first served basis except that the conduct of County business must be given precedence. The use of all meeting rooms shall be prioritized as shown below. Higher priority may bump a lower priority when conflict exists. When possible, attempts will be made to contact the “group contact” listed on the room reservation, to provide notification to the group being bumped. Such notice will be attempted with at least 24 hours notice; however, it is not guaranteed that such notice will be made. Only one call will be made to the person listed as the “group contact”.

- 1) County Board Committee Meetings.
- 2) County Departments conducting official county business.
- 3) Non-County Agencies that lease space within the facilities conducting that agency's business. (USDA, DNR, NRCS, DVR, Job Center)
- 4) Sauk County employee group activities or meetings.
- 5) Public meetings that conduct business related to a county service or program.
- 6) Non-County Agencies conducting official business, meetings or training.
- 7) Public meetings that further a public interest or provide a public service.
- 8) All other uses not specifically covered above or noted as being prohibited.

Note: Specifically prohibited are activities of a partisan, political or profit making nature where the purpose of meeting is to promote a partisan political perspective, campaign related and/or conduct a profit making activity.

Reservations

Responsibility for scheduling meeting rooms within the West Square and Courthouse Facility lies with the Sauk County Building Services (608-355-3200) or you may send an email to: reception@co.sauk.wi.us. Rooms may be reserved without limit for users (1), (2) and (3) above. A limit of 60 days advanced scheduling is permitted for users (4) through (8) above. Serial or reoccurring meetings not directly related to County business as noted will not be scheduled more than 60 days out and there is no guarantee that the same space will be available if this type of schedule is requested within the 60 day limit. The Sauk County Building Services Facility Manager and /or Administrative Coordinator reserve the right to cancel or move a scheduled meeting.

Financial Obligations

Misuse of or damage to Sauk County property and equipment will not be tolerated. Sauk County reserves the right to charge users for costs incurred above and beyond standard room use. Users are expected to ensure that the room and any equipment or fixtures are clean, undamaged and left in a presentable manner. Arrangements may be possible for teleconferencing and/or data line access by contacting the Building Services Facility Manager in advance. In the event of any necessary cleaning and/or repair of damage caused while under a group's use, the cost of repair and/or cleaning

will be charged to the user group. No user group may use the meeting rooms unless they have paid all outstanding costs in full. If damages are assessed to a user group on any two occasions, their right to use the meeting room may be forfeited.

Request for assistance from the Building Services staff will be billed based on the hourly rate of the personnel providing assistance. Such hourly rate to include wages and all benefits.

Room Arrangement

The responsibility for arranging rooms rests with the user group. Rooms are to be neatly arranged at the conclusion of their use. Tables, chairs and other equipment will not be removed from their assigned rooms without permission. Buildings Services Staff may be requested to assist in arranging rooms for user group (1) and (2) above. A work order should be forwarded via the e-mail system at least 48 hours prior to the meeting, clearly stating the room, date/time and configuration desired. It is the responsibility of the user group to be sure at least one person is present to assist with Building Services staff in arranging the room. The user group is responsible for scheduling enough time in advance and at the conclusion of their meeting for arranging the room. Any movement of tables in Room 326-A or Room 213 will require that a work order be submitted.

Equipment

Equipment use requests should be made at the time that meeting room is being reserved. Please contact the MIS helpline (608)355-3555 or helpdesk@co.sauk.wi.us to request the use of audiovisual equipment. Users are responsible for keeping equipment in good operating condition, including repairing and replacing equipment damaged during their use. Users (1) and (2) above may contact Building Services to reserve other audiovisual equipment for official use in West Square or Courthouse meeting rooms. Other county agencies may also provide audiovisual equipment at their discretion.

Hours Available for Groups (3) through (8):

Meeting rooms in the West Square:

- Monday through Thursday from 7 a.m. - 10:30 p.m.
- Friday from 7 a.m. - 4:30 p.m.

Courthouse meeting rooms:

- Monday through Friday between 8:00 a.m. until 4:30 p.m. for groups (3) through (8) identified above.

NOTES:

All meetings for groups (3) through (8) beginning prior to 8:00 am and/or continuing after 4:30 p.m. must be held in the West Square Administration Building.

Evening meetings in the West Square Monday thru Thursday extending beyond 10:30 p.m., meetings on Friday extending or starting beyond 4:30 pm, and weekend meetings will only be accommodated if attended and supervised by an employee of the County.

Users are expected to limit their activities to the meeting room location(s) and purpose(s) for which originally scheduled.

Security

Security is present within the West Square and Courthouse Monday through Thursday 4:30 p.m. until 11:00 p.m.

Regulations

- (1) Alcoholic beverages are not permitted in the building or on the grounds.
- (2) Firearms and/or concealed weapons of any kind are prohibited with the exception of on-duty law enforcement officers.
- (3) Smoking is not permitted in the building or within 15 feet of the entrances to the facilities.
- (4) Light refreshments may be served but cooking is permitted only in the employee Lunchroom (room B02) utilizing the equipment in that room. Bringing in separate cooking appliances is prohibited.
- (5) Cancellations should be made as soon as possible in order to accommodate other users and at least 24 hours prior to the scheduled meeting.
- (6) No items may be attached (taped, pinned, stapled, etc.) to any room surface other than room dividers (found in B30 & B24).
- (7) Youth are not permitted in the building without continuous adult supervision.
- (8) All persons must exit the building by 10:45 p.m. Monday through Thursday and 4:30 p.m. Friday, unless attended and supervised by an employee of Sauk County.

Fees

In addition to any cost for staff, the Property and Insurance Committee of the Board of Supervisors may establish a fee of not less than \$3.00 per hour and not more than \$7.50 per hour for the use of meeting rooms or other facilities to non-county community groups or individuals, if it is determined that the cost of maintaining or securing the meeting space is beyond that normally associated with that of a public building.

10-12-2015

Meeting Rooms Available for Public Use

WEST SQUARE - Meeting Room B24 - Located in the basement. Room limit 132 persons.

WEST SQUARE - Meeting Room B30 - Located in the basement. Room limit is 108 persons.

WEST SQUARE - Meeting Room B24 & B30 Combined - Located in the basement West Square. Folding wall between rooms can be opened to accommodate a limit of 240 persons. A total of 32 tables and 150 chairs are available between Room B24 & B30.

WEST SQUARE - Meeting Room 213 - Located on the second floor West Square. Room limit 46 persons. Granicus meeting recording equipment, Large screen TV with video conferencing capability. **Limited to use by User group 1 & 2 only, no exceptions, unless approved by the Property & Insurance Committee.**

WEST SQUARE - Meeting Room 249 - on the second floor West Square. Room limit 6 persons.

WEST SQUARE - County Board Room & Gallery Area Room 326-A & B - Located on the third floor West Square. **Limited to use by User group 1 & 2 only, no exceptions, unless approved by the Property & Insurance Committee.** Room limit 111 persons.

COURTHOUSE - EOC Meeting Room - Located in the Basement of the Courthouse. Room limited to 25 persons. Only available to groups 1 & 2 after hours.

COURTHOUSE - EMBS Meeting Room 128 - Located first floor of the Courthouse. Room limited to 20 persons, TV. Only available to groups 1 & 2 after hours.

Other Building Meeting Rooms

These policies also apply to all meeting room spaces located in the West Square Administration Building and Courthouse even though they are controlled by individual departments/agencies with the exception that reservations are handled by the department according to their own policy. All other provisions apply.

Any questions or concerns regarding this policy should be directed to the Building Services office (608-355-3200)

COURTHOUSE LAWN/PARK AND WEST SQUARE LOT USE POLICY

Purpose

To assure that all requests for the use of the Courthouse Lawn/Park, West Square Lot or other exterior portions of these two facilities owned by Sauk County are treated equally.

Policy

- 1) Request for County authorization for use of the Courthouse Lawn/Park, West Square Lot or other exterior portions of these two facilities, herein after referred to as "grounds" owned by Sauk County must be submitted in writing to:

Sauk County Property & Insurance Committee
c/o Sauk County Building Services
510 Broadway, Baraboo, WI 53913

or, via e-mail to icrammond@co.sauk.wi.us.

The request must include the following information in order to be considered:

- a) Description of the activity or proposed use;
 - b) Dates and times of the event/activity;
 - c) Place or area of the grounds to be used;
 - d) Name of the sponsoring/organizing entity or agency;
 - e) Name, address and phone number of the person making the application and the person responsible for any follow-up communications.
- 2) The Property & Insurance Committee, at its regular monthly meeting, shall review each request on its own merits prior to the actual event, and render a decision whether the request for use of the grounds shall be allowed. All responses to the requests shall be in writing, indicating the reason for denial or enumerating any conditions attached to allowing use of the grounds.
 - 3) All requests for use of the West Square or Courthouse grounds for an activity or event which are granted by the Committee shall contain the following minimum conditions of approval:
 - a) The requesting entity/agency shall be responsible for all cleanup of the grounds after the completion of the event. The committee at its discretion may require the entity/agency to provide a dumpster for the event.
 - b) All costs for Building Services staff time will be billed hourly, based on the hourly rate of the personnel providing assistance. Such hourly rate to include wages and all benefits. In cases where the usage of staff is outside the regular business hours of Monday through Friday from 6:00 am until 4:30 pm, billing will be for a minimum of 2 hours at the overtime rate specified for the personnel providing the assistance.

- c) The entity/agency requesting the use of the grounds shall provide a signed copy of the "ASSUMPTION OF LIABILITY AGREEMENT" attached to this policy.
 - d) The entity/agency requesting the use of the grounds shall provide a certificate of insurance showing coverage for the event and showing Sauk County as an additional insured party.
- 4) The Property and Insurance Committee of the Board of Supervisors may establish a flat fee of not less than \$100.00 per event and not more than \$200 per event for the use of the courthouse lawn/park area by non-county community groups or individuals, if it is determined that the cost of maintaining or securing the area is beyond that normally associated with maintaining the lawn /park area.

8-2-2016

Sauk County Property & Insurance Committee:

Scott VonAsten, Chair

William Hambrecht

Nathan Johnson

Rebecca Hovde

Jean Berlin

ASSUMPTION OF LIABILITY AGREEMENT

Sauk County's liability insurance extends to Sauk County officials and employees only. All other individuals and organizations must provide their own liability insurance coverage.

I, _____, agent representing _____
in consideration of being permitted to use the designated Sauk County facility/grounds, do hereby agree to indemnify and hold harmless the County of Sauk, a municipal quasi-corporation of the State of Wisconsin, from and against any loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with the occupancy or use of Sauk County premises, buildings or grounds. The user also assumes liability for any damage to Sauk County property arising from this function.

The user may in no way construe that the use of a Sauk County facilities and/or grounds is an endorsement by Sauk County of an organization, its programs, its objectives, or viewpoints it represents.

My signature below indicates that I, on behalf of the organization I represent, have accurately described our event and its needs, that I have read and understand the regulations regarding use of Sauk County facilities and/or grounds, that I accept responsibility for all Sauk County facilities and/or grounds or equipment used, that I will guarantee payment of all costs and rental charges, and that I accept the liability clause above. I agree that I will promptly pay for any damage to Sauk County equipment, facilities or grounds.

I declare that our organization does not discriminate against any persons on any basis prohibited by State of Wisconsin or Federal laws or regulations including but not limited to race, sex, sexual orientation, religion or national origin

Dated this _____ day of _____, 20____.

Signature _____

Printed Name _____

Organization _____