

## **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 groups may bump lower priority groups when a 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, 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 Department (608-355-4400) or you may send an email to: [bldgser@saukcountywi.gov](mailto:bldgser@saukcountywi.gov). Rooms may be reserved with a 365 day limit for users (1) and (2). A limit of 6 months advanced scheduling is permitted for users group (3) and (4). A limit of 60 days advanced scheduling is permitted for users group (5) through (8). 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 Buildings/Grounds Director and /or County Administrator reserve the right to move or cancel a scheduled meeting, as well as not approving a request based off previous conduct, as they see fit.

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

Meeting rooms in the West Square:

- Monday through Thursday from 7:30 a.m. – 7:00 p.m.
- Friday from 7:30 a.m. - 4:30 p.m.

Courthouse meeting rooms:

- Monday through Friday between 8:00 a.m. and 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 8:00p.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.

## 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 submitted via the Akitabox workorder 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 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. No room re-arrangement will be allowed in Room 326-A or Room 213 without the prior approval of the Buildings/Grounds Director or Building Manager.

## 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](mailto: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 MIS 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.

## Custodian

Custodians are present within the West Square and Courthouse Monday through Thursday 4:30 p.m. until 9:00 p.m.

## Regulations

- (1) Alcoholic beverages are not permitted in the building.
- (2) Alcoholic Beverages are permitted on the grounds of the Courthouse and West Square building on the following conditions
  - (a) No alcoholic beverages are allowed to be sold on the premises
  - (b) Alcoholic beverages may only be consumed on the premises after 4:30 p.m. Monday through Friday and all day Saturday and Sunday
  - (c) Consumption of Alcohol is not allowed within 20 feet of the facility

- (d) No employee may consume alcoholic beverages while in the course of their job duties.
- (3) Firearms and/or concealed weapons of any kind are prohibited with the exception of on-duty law enforcement officers.
  - (4) Smoking is not permitted in the building or within 15 feet of the entrances to the facilities.
  - (5) 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.
  - (6) Cancellations should be made as soon as possible in order to accommodate other users and at least 24 hours prior to the scheduled meeting.
  - (7) No items may be attached (taped, pinned, stapled, etc.) to any room surface other than room dividers (found in B30 & B24).
  - (8) Youth are not permitted in the building without continuous adult supervision.
  - (9) All persons must exit the building by 8:00 p.m. Monday through Thursday and 4:30 p.m. Friday, unless attended and supervised by an employee of Sauk County.

#### 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 MIS @ 608-355-3555 or at [helpdesk@saukcountywi.gov](mailto:helpdesk@saukcountywi.gov) 2-3 business days prior to the meeting. 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.

#### Fees

In addition to any cost for staff, the Property Committee of the Board of Supervisors in consultation with Corporation Counsel office 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.

## **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 203 – Located on the second floor West Square. Room limit 6-8 persons. **Limited to use by User groups 1-5 only, no exceptions, unless approved by the Property Committee.**

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

**WEST SQUARE** - Meeting Room 249 - on the second floor West Square. Room limit six (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 Committee.** Room limit 111 persons.

**COURTHOUSE** – Jury Assembly Room - Located on the first floor of the Courthouse. Room limited to 100 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 (608-355-4400)