

POLICY 2011-02

CITY BUILDING USAGE POLICY

Approved by the Common Council on March 1st 2010

This policy addresses the regulations for use of the 2nd Floor Community Room, Large and Small Conference Rooms, and Council Chambers in City Hall, as well as other city-owned buildings. Requests to make exceptions to this policy can be made to the City Administrator. Appeals of the decision of the City Administrator may be made to the Common Council.

A. Availability

- 1 - City use of the rooms is a first priority and the City reserves the right to cancel a reservation if the room is needed for that purpose.
- 2 - A 24-hour notice will be given when possible. This right will not be exercised except in emergency situations.
- 3 - Community use of the meeting rooms will be assigned on a first-come, first-served basis to groups primarily serving the needs of the Community. Such groups may include, but are not limited to, civic improvement organizations; cultural and artistic groups; school, service, and social welfare groups; and other groups not covered by exclusions, with permission from the City Administrator.

B. Rooms Available

Second Floor Community Room (200 capacity) - Council Chambers (50 capacity) - Large Conference Room (15 capacity and only available 8-4:30) - Small Conference Room (8 capacity, and only available 8-4:30)

C. Exclusions

1. Fund raising is allowed only by non-profit organizations. However, planning and training for fund raising by recognized local community service agencies is permitted. Exceptions may be made for City-sponsored events, and programs presented by groups affiliated with the City.
2. Programs involving the sale, advertising, or promotion of products or services are not permitted.
3. Programs intended to recruit persons for later fee-based programs are not allowed.
4. Programs intended to promote or create business opportunities are not permitted.
5. Activities or programs charging admission for attendance are not allowed. The only exception to this rule will be when paid registration fees are necessary to cover expenses for short-term seminars held in cooperation with the City or payment of fees for non-credit educational institutions or organizations. In either case, special permission must be obtained from the City Administrator.
6. Religious services are not permitted.
7. Group activities involving more than normal wear and tear on the meeting room are not allowed.
8. Labor groups other than City municipal employees are not permitted.
9. Political groups are not allowed.
10. A return use by a group that has abused the facilities or regulations in an earlier use of the meeting room is not permitted.

D. Hours of Meeting and Fees

1. Beginning on January 1st 2011, groups seeking to rent a room or space in City Hall will be required to purchase a \$20 annual pass.
2. The only areas of City Hall available after regular office hours for non-City meetings or events are the second floor Community Room, Council Chambers, and public restrooms, unless special permission is received from the City Administrator. The use of other buildings shall be based on availability.

3. No group shall use a room or rooms beyond 10:00 P.M. Meeting rooms are not available on weekends or holidays, unless special permission is obtained from the City Administrator.
4. When reserving a meeting room, be sure to include adequate time to set up beforehand and clean up afterwards. Additional time (that has not been scheduled) will not be given for preparation and /or cleaning. For example, a group that has reserved a room from 1-3 pm will not be allowed to come in and set up at noon. It is possible that another group may have that room reserved until 1 pm. Please remember, all groups must be finished by 10 pm.

E. Reservation Procedure

1. Contact the receptionist in the City Administrator's office (608-326-6406) to reserve a meeting room. A reservation form must be completed for city records. This form must be turned in at least seven (7) days in advance of the use by an authorized representative of the group.
2. Upon receipt of the form, the City Administrator's office will approve the request and confirm the booking if the meeting purpose falls within the City Building Room Policy and proper supervision is assured.
3. If there is a request that this policy does not cover, it will be referred to the City Administrator.
4. It is noted that previously scheduled City-related meetings will take precedence over any other group's meeting request.

F. Check-In, Check Out Procedure

On the day of your meeting, please check in with the receptionist in the front office, who will sign your group in on the white board, and give you a key if necessary. Any groups using the meeting rooms in the evenings will have to stop in during business hours, 8 am – 4:30 pm, to pick up a key. Please stop in the front office when your meeting is done, and let the receptionist know you are leaving the building. If your meeting is in the evening, be sure to shut off all lights and lock the building when finished. Deposit the key in the drop box in the side parking lot.

G. Reassignment

In the case of an emergency, or if a City-related meeting arises, which in the judgment of the City Administrator has priority, the City reserves the right to ask groups to choose an alternate meeting date.

H. Children's Groups

Children's groups may use a room or rooms provided an adult sponsor makes the request and that the meeting is supervised by adult sponsors, at least one (1) adult for each ten (10) children, unless special permission is obtained from the City Administrator.

I. Equipment Availability

1. The meeting rooms are provided with chairs and tables. An overhead projector is available for your use if you request it prior to your meeting. There is no TV, VCR, or screen on the premises. Groups shall be responsible for clearing away any equipment they may bring in.
2. The 2nd Floor Community Room includes a Refrigerator and a Kitchen service area.

J. Other Regulations

1. Alcoholic beverages may not be served unless special permission is obtained from the City Administrator.
2. The use of tobacco products is prohibited throughout all municipal buildings.
3. No gambling is allowed in any municipal buildings.
4. Programs may not disrupt the use of municipal buildings by others. Any group that is disruptive or disorderly will be asked to leave.

5. The group is responsible for complete cleanup of areas of the building it has used. A vacuum cleaner is available if needed. It is stored in the upstairs closet.
6. A key must be returned within 48 hours of an event. If a key is not returned in that time, the city will re-key the locks involved and the party which rented the space will be liable for the costs of the re-keying.

K. Telephone

A phone for local calls is provided in the Community Room.

L. Parking

There is off-street parking adjacent to City Hall and one block north on Wacouta Avenue.

M. Agreement by User

1. In consideration for the use of the room or rooms, each group agrees that:
 - a. It will pay for all damages to any City property resulting directly or indirectly from the conduct of any member of the group or any of its guests.
 - b. It will hold harmless the City of Prairie du Chien from and against any and all liability, which may be imposed upon them, or for any injury persons or property caused by the group on any person in connection with a meeting.
2. The City of Prairie du Chien assumes no responsibility whatsoever for any property placed in municipal buildings in connection with a meeting; and that the City of Prairie du Chien is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting.