

CITY OF BARABOO	TITLE: MUNICIPAL BUILDING – MEETING ROOM RESERVATION POLICY	
TARGET AUDIENCE: City Employees; Community Groups; General Public	POLICY SOURCE: City Administrative Department	POLICY LOCATION: City Website, City Clerk
DATE APPROVED BY COUNCIL: February 11, 2020	DATE AMENDED BY COUNCIL:	ATTORNEY REVIEW: January 28, 2020

SECTION 1 - PURPOSE

- 1.1 PURPOSE.** The City of Baraboo encourages the use of the meeting rooms in the Municipal Building, located at 101 South Boulevard in Baraboo, when the use does not interfere with the normal function of the building and when the use conforms to the guidelines of this Policy. Meeting rooms are available for use by groups and for the presentation of informational, educational or recreational programs. Meeting rooms are intended for use by larger groups, and therefore a minimum attendance requirement may be imposed.

The City does not advocate or endorse the viewpoints of meetings or meeting room users, and meeting room users must not publicize their event in any manner that implies that it is sponsored, co-sponsored, endorsed or approved by the City unless permission to do so has been given in advance by the City Administrator.

SECTION II - POLICY

2.1 GENERAL RESERVATION TERMS.

- 2.1.1 Advance reservations are required to use a meeting room, and the individual making the reservation must agree to abide by this Policy and all other applicable laws and regulations, in addition to agreeing to indemnify the City.
- 2.1.2 Individuals may request a specific meeting room; however, rooms will be assigned by City staff based on the size of group and room availability.
- 2.1.3 First preference for reservations will be for City sponsored and associated meetings and programs. Second preference will be to other government agencies. Third preference shall be for local non-profit/community groups.
- 2.1.4 Eating and drinking is prohibited in all meeting rooms without prior written authorization from the City Administrator or designee. The decision to allow food and/or drinks is in the sole discretion of the City Administrator or designee.
- 2.1.5 Meeting rooms must be left in a clean and orderly condition after their use. For example, garbage must be properly disposed of, table/chairs returned to the position they were in prior to the use, and audiovisual equipment must be properly stored. City staff must be informed immediately of any damage that occurs to City property during the use of a meeting room. See also: Sections 2.3.2 and 2.3.3.
- 2.1.6 Temporarily or permanently attaching items to the walls, doors and fixtures in meeting rooms is prohibited.
- 2.1.7 The City retains the right to monitor all meetings, programs and events conducted on the premises and in meeting rooms to ensure compliance with this Policy and other applicable laws and regulations.
- 2.1.8 City staff must have free access to meeting rooms at all times and no entry or exit door may be locked or barred.
- 2.1.9 Meetings must be held during regular building hours; however, with advance notice to the City Administrator or designee, special accommodations may be made for meeting room usage outside of regular building hours, in which case any City costs associated with the use of a room outside of regular business hours, such as staffing to ensure

the building is secure after the meeting room use, will be the sole responsibility of the applicant and the prepayment of the costs may be required.

- 2.1.10 The City, as determined by the City Administrator or designee, retains the absolute right to deny a reservation request.
- 2.1.11 The City, as determined by the City Administrator, Fire Chief, Police Chief or City Engineer or their respective designees, may terminate a reservation at any time for any reason deemed to be safety related.
- 2.1.12 A violation of this Policy may result in a reservation being terminated, the violator being removed from the building, the individual or group being unable to make future room reservations, and any other lawful recourse available to the City.

2.2 PROHIBITED USE OF ROOMS. The following uses of City meeting rooms is strictly prohibited:

- 2.2.1 Use that involves the sale, advertising, solicitation (including the solicitation of donations and gifts) and/or promotion of products and services, including political rallies and fundraisers.
- 2.2.2 Personal and family meetings and parties.
- 2.2.3 Use that requires a fee of any kind, including entrance fees or participation fees, with the exception of fees associated with participating in City sponsored or related functions.
- 2.2.4 Use intended, directly or indirectly, to obtain clients or customers for a for-profit service or company.
- 2.2.5 Use that involves illegal activity and/or activity that may pose a safety risk to persons or property, including any activity that involves combustible materials or any other device or object that may trigger a smoke alarm or sprinkler system.
- 2.2.6 Use that supports, advocates for, encourages or results in any discriminatory practice or activity, whether done intentionally or unintentionally, including, but not limited to, meetings that are not open to an individual based on the individual's age, race, creed, physical or mental disability, religion, gender, gender identity or sexual orientation.
- 2.2.6 Any other use that the City reasonably believes will violate the purpose or intent of this Policy.

2.3 FEES.

- 2.3.1 Except as otherwise described in this Policy relating to City costs, reservations are free of charge.
- 2.3.2 If City staff provides cleanup of a room after use, a minimum fee of \$25 will be charged to the individual who signed up for the use of the room. The total fee amount will depend on the actual cost of cleaning. Any fee charged must be paid within 30 days of the date of the City's invoice or interest in the amount of 1.5% per month shall accrue.
- 2.3.3 Damage to City property, whether accidental or otherwise, that is caused by a person attending a meeting held in a meeting room shall be the sole responsibility of the individual who signed up for the use of the room. The City's actual costs to repair any damages, plus any applicable administrative costs and fees, shall be charged to the individual with payment due within 30 days of the date of the City's invoice or interest in the amount of 1.5%/month shall accrue.