

CITY OF STOUGHTON MUNICIPAL BUILDING USE POLICY

I. STATEMENT OF POLICY

Recognizing that City Buildings and their grounds belong to the community, the City of Stoughton offers the use of certain City facilities by and for the benefit of residents, but not to interfere with any municipal operation of the community. Offices and other administrative areas of the following buildings are not intended for use under this policy, unless special permission is granted by the Mayor and/or City Council: City Hall, Public Safety Building, Library, Senior Center, Stoughton Utilities Building, EMS Facility, Fire Department, Youth Center, and the Public Works Facility. This policy does not cover the Opera House or park facilities such as shelters or athletic fields which are covered under separate policies. Please see Exhibit B for the Stoughton Public Library Meeting Room Policy.

The City of Stoughton will consider all qualified users without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other status covered by applicable state or federal laws or regulations.

II. APPLICATION PROCESS

Applications for use of available rooms will be given on a first request basis. All City of Stoughton committees, commissions and boards, city departments, and any other groups under the control of the City Council shall be given priority in scheduling. Groups will be allowed to use the facility on a first-come, first-served basis after governmental groups. Applicants shall give sufficient lead-time to analyze the needs and make all necessary arrangements. The application shall specify the facilities requested, the date(s) needed, time, and the name, telephone number, and the address of at least one (1) person of the organization or group who shall be personally responsible for all charges arising out of the intended use of such facility. Applications for use of a facility shall be submitted to the appropriate facility contact listed in the section below.

III. APPEAL PROCESS

If there is a question as to approval or denial of a user group, the request may be submitted to the Mayor or appropriate board or commission for further review.

III. USERS

A. Governmental Users

City of Stoughton governmental meetings and activities include but are not limited to meetings of city committees, commissions, boards, events or meetings sponsored by a City department, committee or commission and are under the control of that body. City governmental users shall be given priority in scheduling. Other governmental units may be granted use of space if space is available.

B. Non-Governmental Users

Non-governmental users will be allowed use of the facility when space is available with the understanding that if a governmental user requires the use of a facility they may be bumped from using the facility. The City of Stoughton specifically excludes the following types of uses of its meeting rooms:

- Programs involving the sale, advertising or promotion of products or services.

- Business firms and other for-profit organizations soliciting or selling products or services, regardless of purpose.
- Private social functions, such as showers, birthday parties, dances and the like (except Senior Center facilities and Youth Center.)
- Political campaigns and/or fundraising, although political forums are permitted.
- Programs not in keeping with the City's goals and objectives, or which would interfere with the operation of the City by causing excessive noise, a safety hazard, security risk, etc.

Please see Exhibit A for a pre-approved city building users list.

IV. ROOMS AVAILABLE FOR USE

Rooms listed in this section are made available to groups and organizations upon approval, dependent on the user requirements, availability of space, and time of use. The Council Chambers will only be available for use if City staff will be present at the event. Requests for use of meeting rooms should be submitted to the following for processing and approval (use of meeting rooms that affect multiple departments will need the approval of all affected departments):

<i>City Hall Receptionist</i> 873-6677	Hall of Fame Room, Ed Overland Room, and Council Chambers
<i>*Senior Center Receptionist</i> 873-8585	Senior Center Annex and other public meeting rooms at the Senior Center
<i>Library Administrative Assistant</i> 873-6281	Library meeting room
<i>EMS Office</i> 873-6500	EMS Training Room
<i>Parks & Recreation Director</i> 873-6746	Youth Center
<i>Fire Chief</i> 873-7218	Fire Station Training Room

*Please see Exhibit C for the fee schedule.

V. GENERAL RULES AND REGULATIONS

A. Conditions of Use

The applicant(s) must provide sufficient supervision so that the event will remain orderly and to prevent damage to the facility.

- Decorations and other items may not be attached to walls or fixtures;
- Prior to departure the room will be put into the same condition and configuration;
- On departure all lights shall be turned off and the room locked.

The use of the room is subject to all ordinances and laws being complied with, specifically, but not limited to the prohibition of tobacco use and/or possession of alcohol or illegal drugs.

The City may place restrictions and/or additional requirements for the use of the facility. The applicant may be required to pay for these associated costs.

B. Cleaning and/or Damage to City Property

The applicant shall be responsible for:

- Reasonable and necessary expenses incurred by the City for the purpose of cleaning the facility beyond customary cleaning done by the city;
- For the cost of replacement or repair of damaged property.

C. Miscellaneous

The City is not responsible for any equipment or other property left at the facility at any time. Property left for 30 days will be deemed abandoned and disposed of in a manner deemed appropriate by the City.

Failure to meet the above requirements may result in the denial of future use for the individual or group associated with the facility's use.

APPROVED BY THE COMMON COUNCIL: July 14, 2009

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CITY OF STOUGHTON

BUILDING USE POLICY

This form is to be used by all groups entitled to use the facility listed below for an event that is not a primary City function. Permission for use of the facilities shall be granted not more than 120 days prior to the date requested unless special permission is granted. The City reserves the right to cancel a scheduled use in the event of an anticipated violation of any rule, regulation, or law, or if a governmental user requires the use of the facility. Any misrepresentation on the application may void any use of the facility.

- _____ **Council Chambers, Public Safety Building – contact City Hall Receptionist (873-6677)**
- _____ **Hall of Fame, Ed Overland Room – contact City Hall Receptionist (873-6677)**
- _____ **Senior Center Facilities – contact Senior Center Receptionist (873-8585)**
- _____ **Library Facilities – Contact the Library Administrative Assistant (873-6281)**
- _____ **EMS Facilities – contact EMS Office (873-6500)**
- _____ **Fire Station Training Room (contact Fire Chief (873-7218)**
- _____ **Youth Center – contact Parks & Recreation Director (873-6746)**

ORGANIZATION: _____

ORGANIZATION CONTACT: _____

Name: _____

Phone: _____ Days: _____ Evenings: _____

Address: _____

DATE OF MEETING: _____

Beginning at	AM/PM	Ending at	AM/PM
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ATTENDANCE – EST. TOTAL: _____

DESCRIBE PLANNED ACTIVITY IN DETAIL: _____

FACILITIES USE AGREEMENT: The undersigned applicant agrees to abide by all rules and regulations of the City of Stoughton regarding use of city facilities; to hold harmless and to indemnify the City of Stoughton from any and all claims, losses, damages, actions, causes of action, and liabilities of any kind or nature whatsoever which are directly or indirectly related to the use of the facilities described herein by the undersigned and any guests, friends, or invitees which result in injury or loss of property to any person using the facilities herein described. My organization/group will be responsible for the repair or replacement of any damages to the facility. My organization/group agrees to comply with the conditions set forth in the City of Stoughton Building Use Policy. My organization/group agrees to meet ADA (Americans with Disabilities Act) requirements and to provide accommodations to access the meeting or program.

Additional Requirements: _____

Signature: _____ Date: _____

Approved: _____ Date: _____

EXHIBIT A

PRE-APPROVED CITY BUILDING USERS LIST

(This list is not intended to be all-inclusive, but rather a guide)

- A. Any city government-connected committee

- B. The following Stoughton area organizations:
 - 1. American Legion
 - 2. American Legion Auxiliary
 - 3. Black Hawk Council of Girl Scouts
 - 4. Boys Scouts of America
 - 5. 4-H Clubs
 - 6. Lioness Club
 - 7. Lions Club
 - 8. Masons – Kegonsa Lodge #73
 - 9. Optimists
 - 10. Stoughton Area Jaycees
 - 11. Rotarians
 - 12. VFW – Badger Post #328
 - 13. VFW – Auxiliary
 - 14. Stoughton Conservation Club
 - 15. Stoughton Newcomers Club
 - 16. Stoughton Historical Society
 - 17. Exchange Club
 - 18. PEO
 - 19. Stoughton Business & Professional Women
 - 20. Rebekahs
 - 21. New Century Study Club
 - 22. The Order of the Eastern Star – Venus Chapter #61
 - 23. Pythian Sisters
 - 24. International Club
 - 25. 'R' Olde House Society
 - 26. Stoughton Hospital Auxiliary
 - 27. Stoughton Sports Boosters Club
 - 28. City Band
 - 29. Day of Prayer Group
 - 30. Stoughton Chamber of Commerce and sub- committees
 - 31. Neighborhood Associations
 - 32. Relay for Life
 - 33. Stoughton Area Youth Soccer, Baseball and Softball Associations

- C. Any school oriented or parent sponsored group (both public and private school group).

- D. Political forums.

EXHIBIT B
STOUGHTON PUBLIC LIBRARY MEETING ROOM POLICY

I. PURPOSE

The Library Board and staff encourage the use of its meeting room space by and for the benefit of the community including educational, cultural, intellectual or charitable activities.

II. DEFINITIONS

- A. Carnegie Room: a large room equipped with five folding tables and 25 chairs. Capacity of room is 50 persons.
- B. Conference Room: a small room equipped with one conference table and six chairs. Capacity of room is 7 persons.

III. GUIDELINES

A. Scheduling

- 1. Library programming/use will be given first priority for the space's use. There are no restrictions on the scheduling of library programming/use.
- 2. Individuals and not-for-profit groups may reserve the room(s) on a first-come, first-served basis.
 - a. Requests for use must be submitted at least 7 days in advance and no more than 120 days in advance using the City of Stoughton Building Use Form (Appendix A) and Carnegie Meeting Room Application For Use Form (Appendix B).
 - b. Groups will be limited to one Carnegie Meeting Room reservation per calendar month.
 - c. In cases where non-profit designation is not readily apparent, proof of tax exempt status may be required to establish eligibility to use the room(s).
 - d. All meetings must be open to the public. Library staff may attend or observe any program at any time.
- 3. Any misrepresentation upon reserving the room(s) shall void any use of that space.

B. Use of Facilities

- 1. The Library Board affirms the City of Stoughton Municipal Building Use Policy specifically excluding the following types of uses of its meeting rooms:
 - a. Non-library programs involving the sale, advertising, or promotion of products or services.
 - b. Business firms, agents, or other for-profit organizations soliciting or selling products or services.
 - c. Private social functions, such as showers, birthday parties, and dances.
 - d. Programs which would interfere with the library's operation by causing excessive noise, a safety hazard, or security risk.
- 2. The meeting room(s) will be available for use during library hours only. Groups must be out of the rooms fifteen minutes prior to closing time. Staff will inform groups 15 minutes before closing. The only exception will be for meetings of City of Stoughton governmental units.
- 3. Users must check in at the Circulation Desk prior to using the room(s).

4. Users must provide adequate supervisors, chaperones, and crowd control personnel to satisfy the library administration and staff that the event will be controlled. The same conditions for use apply to those using the meeting room(s) areas as in the library proper. (See Appropriate Library Behavior Policy).
5. Simple refreshments provided by the users may be served in the Carnegie Room. Any food, serving and eating supplies, etc. must be provided by the users, cleaned up and removed from the facility at the end of the meeting. The library has a kitchenette equipped with a sink and dishwasher that may be used. The kitchenette must be cleaned before leaving. Alcoholic beverages are prohibited.
6. Decorations, wall hangings, or any other items may not be taped, stapled, glued, or in any way fastened or adhered to any walls, windows, ceilings, or fixtures without prior permission and direction from the Library Director or staff.
7. Collections of money or goods shall not be permitted, nor shall any function be held herein for which tickets of admission have been sold except upon special permission of the City and/or Library Board/Director.

C. Use of Equipment

1. Equipment available for use in the Carnegie Meeting Room is listed in Appendix B.
2. Equipment must be reserved along with the room(s). An adult, 18 or older, must be responsible for equipment reservation and use.
3. The Library will not provide personnel to set up the meeting rooms or operate audiovisual equipment.
4. The library is not responsible for any equipment or other items left in the meeting room(s). Items left for 30 days may be disposed of in a manner deemed appropriate by the Library Director/ staff.

IV. REVIEW AND APPEAL

Any group or individual who is refused permission to use the meeting room(s), or who has other objections may appeal to the Library Board by filing the appeal in writing with the Library Director within 10 days of the refusal. The Library Board will hear the appeal at its next regularly scheduled meeting.

V. DISCLAIMERS

- A. The City of Stoughton Municipal Building Use Policy has been adopted by the Library Board and will govern use of the meeting rooms.
- B. The fact that a group is permitted use of the room(s) does not in any way constitute endorsement of the group's policies or beliefs by the City, Library Board, or staff.
- C. All organizations/individuals using the Stoughton Public Library meeting room(s) will maintain compliance with Federal, State and local laws and regulations regarding discrimination. This includes but is not limited to the Federal Americans with Disabilities Act.
- D. The Library Board/Director reserve the right to refuse use of the room as deemed necessary according to this policy.
- E. This policy may be subject to change based on need or circumstances as approved by the library board at any regularly scheduled meeting.

Adopted: August 9, 2001

Revised: July 11, 2003

Revised: April 14, 2005

Revised: July 8, 2009

STOUGHTON PUBLIC LIBRARY
CARNEGIE MEETING ROOM APPLICATION FOR USE FORM

This form must be completed in addition to the City of Stoughton Building Use Policy Form.

Applicant: _____

Daytime telephone: _____

Evening telephone: _____

Fax number: _____

Email address: _____

Applicant's postal mail address: _____

(Inquiries from the library or public will be directed to the applicant at the contact information supplied above.)

Name of Organization: _____

Purpose of meeting: _____

Organization's postal mail address: _____

Non-profit tax ID #: _____

Request is For Use of: Carnegie Meeting Room Only Meeting Room & Kitchenette

If you plan to serve food/beverages, please describe what you will be serving:

Place a check mark in front of the equipment you are requesting to use:

Screen LCD Projector Overhead Projector Whiteboard Lectern

- I have read and agree to follow the Stoughton Public Library Meeting Room Policy.
- I understand that I am responsible for set up, use and care of the room and set up and operation of audiovisual equipment for the duration of the event.
- I will leave the room clean and notify staff when use of the room is complete.
- I understand that while using the meeting room, no admission may be charged and no products or services may be advertised, solicited, or sold.
- I will notify the library 24 hours before cancellation.
- I understand that failure to comply with the Library's policies may result in loss of use of the meeting room.
- I understand that this request becomes a reservation only after the Library has confirmed it.

Signature of Applicant: _____ **Date:** _____

Staff Use Only

Form Received & Fully Completed:

Room Use: Approved / Not Approved

Time IN:

Time OUT:

Equipment Requested:

Date:

Room Condition Checked:

**EXHIBIT C
STOUGHTON AREA SENIOR CENTER
BUILDING USE POLICY**

Adopted 9-27-05

When considering or allowing groups or individuals to use the Center there are several conditions to be met in order for the facility to be used in a functional and practical way:

- Only lower level, annex room and main floor (street level) are available.
- Catered foods only.
- Minimal kitchen facilities in lower level and main floor available for final preparation of food only.
- A person contracted by the City will be on duty to provide security and lock up. This would be a person other than Senior Center staff, unless otherwise directed by the City. The cost of this will be included in the fee.
- The ground and lower rooms are available for groups up to 80 persons.
- The main level is available for groups up to 150 persons.

USER FEES AND DEPOSITS

_____	NO FEE REQUIRED
_____	\$60 Main Floor User Fee
_____	\$25 Lower Level User Fee
_____	\$30 *Refundable Deposit
_____	\$6 per hour Security Fee
_____	TOTAL

Please make check payable to Stoughton Area Senior Center.

*Please submit separate check for refundable deposit.

Facilities must be left in the same condition as when the group took responsibility for the premises. The user will be responsible for all damages to the building, furniture and any extra cleaning.