

5.0 AVAILABILITY OF THE CCB

- 5.1. General Rule:** No business, non-profit, or personal organization shall be allowed to solicit business or selling on the premises without the Committee's written approval. The City-County Liaison Committee may permit the City-County Building to be used by any governmental body or official, or any non-profit, fraternal, religious, political, or veteran's organization for the purpose of governmental business, public meetings for the free discussion of public questions, or for activities of a broad public purpose if such use (a) does not interfere with the primary use of the building as determined by the Committee or its designee; (b) does not unduly burden the managing authority; (c) is not a hazard to the safety of the public or of City or County employees, or detrimental to the building, as determined by the Committee or its designee; (d) does not expose the City or County to the likelihood of expenses and/or damages which cannot be recovered.
- 5.2. Room Reservations:** Requests for reserving rooms for non-governmental meetings shall be submitted in writing to the Dane County Clerk's Office for action by the Committee thirty (30) days in advance of the event. Requests for reserving rooms for governmental meetings are to be submitted to the County Clerk's Office.
- 5.2.1. The applicant for such use shall make written request to the City-County Liaison Committee through the County Clerk's Office.
- 5.2.2. The applicant for such use shall follow the operating rules set forth below.
- 5.2.3. The applicant for such use shall be liable to the City and/or County for any injury done its property and for any expense arising out of such use.
- 5.2.4. The Committee or its designee may require the posting of a bond to recover expenses and/or damages for the use of the building.
- 5.2.5. No permit shall be granted for a period in excess of two (2) hours or beyond 7:30 pm, unless waived by the Committee or its designee.
- 5.2.6. Should the Committee deny the issuance of a permit for the use of the building, the applicant may, not more than ten (10) days from the date of the decision of the Committee, file an appeal to the Mayor and the County Executive. Such appeal must be in writing and must specify the grounds thereof and is to be filed with the Secretary of the City-County Liaison Committee. The Mayor and the County Executive shall fix a reasonable time for the hearing of the appeal and shall give public notice as well as due notice to the applicant of the time of said hearing. The action of the City-County Liaison Committee shall be deemed appropriate unless reversed or modified by a unanimous vote of the Mayor and the County Executive. This rule applies to requests for the use of the building for purposes other than meetings of the governing bodies of the City and County and their duly constituted committees, commissions and the boards.
- 5.3. Flag Display:** The United States Flag will be the only flag displayed. The Committee may approve other flags to be displayed for certain occasions. Requests of the

Committee to display other flags must be made by an elected official, and only to recognize a special achievement, anniversary or occasion. No religious or commercial flags will be displayed, and flags displayed for special occasions will be flown for one (1) day only. No more than three (3) flags will be displayed at the same time, with the U.S. flag being the topmost flag. The United States flag will be half masted by declaration of national mourning by the President. The state flag will be half masted by declaration of mourning by the Governor. The County flag will be half masted by declaration of the County Executive. The City flag will be half masted by declaration of the Mayor.

5.4. Other Building Displays:

- 5.4.1. No placards, signs or other display devices shall be carried into the room nor affixed to or placed in any interior or exterior walls or windows.
- 5.4.2. No campaign related political activity or political news conferences are allowed inside the building proper, including hallways, entrance lobbies, etc. at any time.
- 5.4.3. Materials unrelated to political activities may be displayed in hallways, entrance lobbies and so forth, but only with permission from the Committee or, when designated by the Committee, Dane County DOA. The Committee or, when designated by the Committee, Dane County DOA may permit displays to be hung from the ceiling or on walls in common areas or on supplied tack boards or bulletin boards. Displays are limited to one (1) calendar week unless extended by the Committee. No wood or similar materials are to be used in displays due to fire restrictions.
- 5.4.4. Should the Committee deny a display request, the applicant may, not more than ten (10) days from the date of the decision of the Committee, file an appeal to the Mayor and the County Executive. Such appeal must be in writing and must specify the grounds thereof and is to be filed with the Secretary of the City-County Liaison Committee. The Mayor and the County Executive shall fix a reasonable time for the hearing of the appeal and shall give public notice as well as due notice to the applicant of the time of said hearing. The action of the City-County Liaison Committee shall be deemed appropriate unless reversed or modified by a unanimous vote of the Mayor and the County Executive.

6.0 MISCELLANEOUS OPERATING RULES:

- 6.1. No campaign related political activity is allowed in the CCB.
- 6.2. No campaign related political activity or political news conferences are allowed inside the building proper, including hallways, entrance lobbies, etc. at any time.
- 6.3. No smoking is allowed in the building. (Per ordinance MGO Sec. 23.05, smoking is allowed outside, on the public sidewalk, away from the building entrances.)
- 6.4. Loitering is prohibited in the CCB. Loitering includes being in the building after normal work hours without any apparent official City/County business.