

## 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, or its designee, 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.