

## CITY-COUNTY BUILDING

### POLICIES AND OPERATING RULES

#### Policies

1. The City-County Liaison Committee is designated by the County Board and Common Council as managing authority for the City-County Building. The 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.
2. The applicant for such use shall make written request to the City-County Liaison Committee thirty (30) days in advance of the anticipated utilization of the building through the County Clerk's Office.
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.
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. No permit shall be granted for a period in excess of two (2) hours or beyond 7:30 P.M., unless waived by the Committee or its designee.
6. There shall be no discrimination because of sex, race, religion, color, national origin or ancestry, sexual preference, age, handicap, martial status, source of income, arrest record or conviction record, less than honorable discharge, physical appearance, political beliefs, or the fact that such person is a student as defined in Section. 3.23 (2) (h) Madison General Ordinances in the utilization of the City-County Building for government business, public meetings for the free discussion of public questions, or for civic activities.
7. 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.

#### Operating Rules

1. The official building address is 210 Martin Luther King, Jr. Boulevard, Madison, Wisconsin 53703.
2. Building Schedule: The Wilson Street entrance shall be open at all times. All other entrances to the building will be open Monday through Friday (excluding legal holidays) 6:00 A.M. to 8:00 P.M.
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.

4. Garage Parking: No public parking is available at anytime in the garage area. The County and City shall be assigned equal number of stalls for assignment. The remaining stalls shall be considered for common purposes such as alderman/supervisor, prisoner unloading, food service and maintenance. Stalls will be assigned from 7:00 A.M. to 4:00 P.M., Monday through Friday, unless noted otherwise. All stalls not assigned to City Police, Sheriff Department, County Executive and Mayor or otherwise designated as assigned at all times shall be available to all permit holders from 4:00 P.M. to 7:00 A.M. daily, weekends and holidays. The Dane County Facilities Manager will issue all permits. The City Police and Dane County Facilities Management Division shall be the enforcement agencies. Vehicles ticketed may be ordered towed, if ticketed a second time at the same location. Citations of \$20 or \$50 will be issued when appropriate.
5. Building Displays: All displays must be approved by the Commission or the designate. Requests must be submitted in writing to the Committee thirty (30) days in advance. 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.
6. Room Reservations: Requests for reserving rooms for non-governmental meetings shall be submitted in writing to the 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.

Room Rules:

No campaign related political activity

No news conferences concerning campaign related political activity

No smoking

No placards or signs shall be carried into the room

7. No campaign related political activity or political news conferences are allowed inside the building proper, including hallways, entrance lobbies, etc. at any time.
8. Sitting on floors in corridors and stairways is prohibited. Loitering is defined as having no apparent official business within the building after normal work hours and is prohibited.
9. No one shall block any building entrance, interior doorway or workspace in such a manner that it impedes people from working or conducting official business in any area.
10. No one shall enter the building with bare feet or no shirt.
11. No one shall use any amplifiers or other noise-making devices which tends to disturb occupants within the building or on the grounds.
12. No animals are allowed inside the building except service animals assisting the disabled.
13. No placards, signs or other display devices shall be affixed to or placed in any interior or exterior walls or windows, nor displayed during a public meeting, nor displayed within the city clerk's office during days when the office is operating as a polling location.
14. No skateboards, roller blades or roller skates are allowed in the building.
15. When circumstances warrant, the Committee or its designee may request a police agency to cordon off areas and require passes to enter. The Committee or its designee may also designate an area to be cordoned off for security or safety purposes and restrict entrance as necessary.
16. The City Police Department is appointed to be in charge of security and enforcement in the building and on the grounds, including enforcement of building policies and operating rules. The Committee will determine rules and policies to be enforced.
17. No alcoholic beverages are allowed in the building.

18. No business, non-profit, or personal organization shall be allowed to solicit business or selling on the premises without the Committees written approval.
19. Due to City and County Ordinances, no smoking is allowed in the building.
20. Nothing may be hung from the ceiling or on walls or windows without permission from the Facilities Manager. Tack boards or bulletin boards will be installed upon request, if supplied.
21. Space heaters are not allowed unless approved by the Facilities Manager.
22. All requests for painting are to be directed to the Facilities Manager.
23. Bicycles are not allowed in the building except in authorized areas of the garage.
24. No portable electrical generating equipment is allowed to be used in the building unless part of a city of county construction project.
25. No portable restroom facilities are allowed on the grounds during any function.
26. No temporary heating or cooking equipment is allowed on the grounds unless part of a city or county construction project.
27. No structures for living or any other purposes shall be constructed on the grounds of the City-County Building, unless part of a city or county construction project.

These rules adopted May 2, 2011, supersede any previous rules adopted by the City-County Building Commission or by the Committee.