



**DANE COUNTY  
BOARD OF SUPERVISORS**

**CITY OF MADISON  
COMMON COUNCIL**

**LIASON COMMITTEE**

210 Martin Luther King, Jr. Blvd.  
Madison, WI 53703



**DECEMBER 8, 2011 DRAFT  
CITY-COUNTY BUILDING  
POLICIES AND OPERATING RULES**

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**1.0 SCOPE AND APPLICATION**

- 1.1.** The Dane County Board and the Madison Common Council has designated the City-County Liaison Committee as managing authority for the City-County Building (CCB).
- 1.2.** These policies and operating rules contain the specific responsibilities of City and County Employees, Department Heads, Supervisors, Dane County Facilities Management, Public Safety Communication (911), Risk Management from both Dane County and Madison, Dane County Sheriff, and Madison Police. Specific responsibilities of volunteers and contractors are defined by agreements/contracts. Failure to abide by these requirements may result in disciplinary action, up to and including discharge.
- 1.3.** There shall be no discrimination because of sex, race, religion, color, national origin or ancestry, sexual preference, age, handicap, marital 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.

## **2.0 BUILDING SCHEDULE:**

### **2.1. The CCB has three entrances used by the general public:**

- 2.1.1. Except on holidays, the entrance facing Martin Luther King Jr. Blvd. will be open Monday through Friday from 6:00 am until 6:00 pm or until all meetings open to the public are adjourned.
- 2.1.2. Except on holidays, the entrance facing Carroll Street will be open Monday through Friday from 6:00 am until 6:00 pm
- 2.1.3. The entrance facing Wilson Street will be open 24 hours a day, seven days a week.

### **2.2. The Notice attached to these rules as Exhibit 1 shall be posted at the entrances facing Martin Luther King, Jr. Blvd and Carroll Street; the Notice attached to these rules as Exhibit 2 shall be posted at the entrance facing Carroll Street.**

### **2.3. Garage Parking:** No public parking is available at anytime in the garage area. Dane County Department of Administration issues permits for CCB garage parking. 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 the permit is issued to staff working for MPD, Juvenile Detention or Public Safety Communication (911). All stalls not assigned to City Police, Sheriff Department, County Executive and Mayor or otherwise designated as assigned shall be available to other permit holders. Dane County DOA has the authority to ticket and tow illegally parked vehicles.

## **3.0 DEVELOPMENT AND DISSEMINATION OF SAFETY/EMERGENCY/EVACUATION PLANS**

### **3.1. Emergency procedures for the CCB are outlined here:**

[http://pdf.countyofdane.com/admin/CCB\\_emergency\\_Procedures.pdf](http://pdf.countyofdane.com/admin/CCB_emergency_Procedures.pdf)

### **3.2. Dane County Risk Management and Madison Risk Management are responsible for distributing hard copies of these emergency procedures to all Department Heads in the CCB, who will then distribute them to CCB employees.**

### **3.3. Dane County Facilities Management is responsible posting Emergency Egress maps and other safety/emergency information as appropriate.**

## **4.0 SAFETY AND EMERGENCY AWARENESS AND RESPONSIBILITIES**

### **4.1. Employees.** Each CCB employee has the following general responsibilities:

- 4.1.1. Each employee has the responsibility to become familiar with the emergency procedures, fire alarms, exits, fire extinguishers, physical layout of assigned area, evacuation routes and the requirements of the emergency procedures flipchart.

- 4.1.2. With the exception of employees working for Public Safety Communication (911), Dane County jail, the Madison Police Department, and the Juvenile Detention Center (who must each follow specific departmental policies), all occupants of the CCB (i.e. employees and the general public) must follow the procedures set forth in the flipchart.
  - 4.1.3. In the event of an actual emergency or a safety/emergency/evacuation drill, CCB employees should offer direction and guidance to members of the general public present in the building.
  - 4.1.4. If an employee needs assistance to evacuate, it is the employee's responsibility to notify his or her supervisor about that need prior to a drill or an actual emergency.
- 4.2. Department Heads.** Each Department Head (or his/her designee) has the following responsibilities:
- 4.2.1. Distribute the emergency procedures flipcharts to employees
  - 4.2.2. Provide training on the emergency procedures to their employees upon hire and annually
  - 4.2.3. After an emergency, provide feedback and recommendations to Dane County Risk Management and/or Madison Risk Management as appropriate.
- 4.3. Facilities Management.** Dane County Facilities Management has the following general responsibilities:
- 4.3.1. Monitor necessary building systems
  - 4.3.2. Coordinate with the Dane County Risk Management to schedule fire drills and tornado drills
- 4.4. Risk Management.** Dane County Risk Management has the following general responsibilities:
- 4.4.1. Coordinates with Madison Fire Department in scheduling fire drills and fire inspections. Provide follow-up report of corrective actions taken.
  - 4.4.2. Coordinates with Dane County Emergency Management to schedule evacuation and tornado drills
  - 4.4.3. Maintain a record of all events and files of all reports and correspondence
  - 4.4.4. Serve as a reference point for changes, suggestions, and recommendations to the Emergency Action Program.
- 4.5. Dane County Sheriff and Madison Police Department:**
- 4.5.1. The Madison Police Department is the primary responder in situations requiring the services of a sworn law enforcement officer and to enforce applicable State and Federal laws, as well as applicable City Ordinances.
  - 4.5.2. DCSO and MPD will report security incidents to the City-County Liaison Committee, and will advise the City-County Liaison Committee regarding deterring/preventing future security incidents

## 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.

- 6.5. 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. Sitting on floors in corridors and stairways is prohibited.
- 6.6. No one shall enter the building with bare feet or no shirt.
- 6.7. No one shall use any amplifiers or other noise-making devices which tend to disturb occupants within the building or on the grounds.
- 6.8. No animals are allowed inside the building, except service animals or service animals in training.
- 6.9. No skateboards, roller blades or roller skates are allowed in the building.
- 6.10. No alcoholic beverages are allowed in the building.
- 6.11. No personal space heaters are allowed in the building.
- 6.12. Portable electrical generating equipment and temporary heating equipment are only allowed when used in the building if part of a City or County construction project.
- 6.13. 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.
- 6.14. All requests building maintenance (painting, light bulb replacement, doors or windows that have broken) are to be directed to Dane County Facilities Management.
- 6.15. Beginning on November 1, 2011, signs will be posted in a prominent place near all of the entrances notifying individuals entering the building of the following:

No firearms or weapons are permitted in the City/County Building.  
Violators are considered trespassers and are subject to forfeiture or arrest.  
Madison General Ordinance Sec. 23.59

Rules adopted May 2, 2011 by the City-County Liaison Committee	Location of Text in DRAFT Rules attached to the December, 2011 agenda	Explanation for change
Policies	1.0 Scope and Application 2.0 Building Schedule 3.0 Development and dissemination of safety/emergency plans 4.0 Safety and emergency awareness and responsibilities 5.0 Availability of the CCB 6.0 Miscellaneous Operating Rules	Rather than separating text into "policies" and "operating rules," the proposed rules separates the text by subject
1. The City-County Liaison Committee is designated by the County Board and Common Council as managing authority for the City-County Building	1.1 The Dane County Board and the Madison Common Council has designated the City-County Liaison Committee as managing authority for the City-County Building (CCB).  1.2 These policies and operating rules contain the specific responsibilities of City and County Employees, Department Heads, Supervisors, Dane County Facilities Management, Public Safety Communication (911), Risk Management from both Dane County and Madison, Dane County Sheriff, and Madison Police. Specific responsibilities of volunteers and contractors are defined by agreements/contracts. Failure to abide by these requirements may result in disciplinary action, up to and including discharge	Changed first Paragraph to active voice (from passive voice), added new paragraph regarding enforcement.

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<p>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</p>	<p>5.1 General Rule No business, non-profit, or personal organization shall be allowed to solicit business or selling on the premises without the Committees 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</p>	<p>The new Paragraph 5.1 combines the old Paragraph 1 with the old Paragraph 18 (No business, non-profit, or personal organization shall be allowed to solicit business or selling on the premises without the Committees written approval).</p>
<p>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</p>	<p>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.</p>	<p>In the old policy, Paragraph 6 simply repeats paragraph 2. The new policy only lists this information once In addition, operating rules are incorporated here.</p>
<p>3. The applicant for such use shall be liable to the City and/or County for any injury done to its property and for any expense arising out of such use.</p>	<p>5.2.3. The applicant for such use shall be liable to the City and/or County for any injury done to its property and for any expense arising out of such use</p>	<p>No change in text</p>

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<p>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</p>	<p>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.</p>	<p>No change in text</p>
<p>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</p>	<p>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</p>	<p>No change in text</p>
<p>6. There shall be no discrimination because of sex, race, religion, color, national origin or ancestry, sexual preference, age, handicap, marital 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.</p>	<p>1.3. There shall be no discrimination because of sex, race, religion, color, national origin or ancestry, sexual preference, age, handicap, marital 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</p>	<p>No change in text</p>

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<p>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.</p>	<p>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.</p>	<p>No change in text.</p>
<p>Operating Rules</p>		<p>Rather than separating text into "policies" and "operating rules," the proposed rules separates the text by subject</p>
<p>1. The official building address is 210 Martin Luther King, Jr Boulevard, Madison, Wisconsin 53703.</p>	<p>This information is now on the header</p>	<p>No change in text.</p>

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<p>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</p>	<p>2.0 Building Schedule:          2.1 The CCB has three entrances used by the general public          2.1.1. Except on holidays, the entrance facing Martin Luther King Jr. Blvd will be open Monday through Friday from 6:00 am until 6:00 pm or until all meetings open to the public are adjourned.          2.1.2. Except on holidays, the entrance facing Carroll Street will be open Monday through Friday from 6:00 am until 6:00 pm          2.1.3 The entrance facing Wilson Street will be open 24 hours a day, seven days a week.          2.2 The Notice attached to these rules as Exhibit 1 shall be posted at the entrances facing Martin Luther King, Jr. Blvd and Carroll Street, the Notice attached to these rules as Exhibit 2 shall be posted at the entrance facing Carroll Street.</p>	<p>See minutes of 2011 City/County Liaison Committee meetings for basis for this change.</p>
<p>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.</p>	<p>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.</p>	<p>No change in text.</p>

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<p>4. <i>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.</i></p>	<p>2.3 <i>Garage Parking: No public parking is available at anytime in the garage area. Dane County Department of Administration issues permits for CCB garage parking. 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 the permit is issued to staff working for MPD, Juvenile Detention or Public Safety Communication (911). All stalls not assigned to City Police, Sheriff Department, County Executive and Mayor or otherwise designated as assigned shall be available to other permit holders. Dane County DOA has the authority to ticket and tow illegally parked vehicles.</i></p>	<p>The Dane County DOA (not the Facilities Manager) will issue all permits  Madison Police will not enforce these operating rules</p>
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<p>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</p>	<p>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.</p>	<p>Creation of Paragraph 5.4 was an attempt by Dane County Risk Mgt to combine several sections of the old policy into one.</p>
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<p>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:</p>	<p>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</p>	<p>In the old policy, Paragraph 6 simply repeats paragraph 2. The new policy only lists this information once.</p>
<p>No campaign related political activity</p>	<p>6.1 No campaign related political activity is allowed in the CCB.</p>	<p>The phrase, "is allowed in the CCB" added by Dane County Risk Mgt in an attempt to clarify the prohibition</p>
<p>No news conferences concerning campaign related political activity</p>	<p>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.</p>	<p>In the old policy, paragraphs 6 &amp; 7 both prohibit political news conferences; the new policy only prohibits it once.</p>
<p>No smoking</p>	<p>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 )</p>	<p>In the old policy, "No smoking is listed here and in Paragraph 19; the new policy only prohibits smoking once</p>
<p>No placards or signs shall be carried into the room</p>	<p>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.</p>	<p>The old policy only limited carrying placards and signs when rooms were reserved, the new policy expands the prohibition to all meetings</p>
<p>7. No campaign related political activity or political news conferences are allowed inside the building proper, including hallways, entrance lobbies, etc. at any time.</p>	<p>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.</p>	<p>No change in text</p>

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<p>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.</p> <p>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</p>	<p>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</p> <p>6 5. 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. Sitting on floors in corridors and stairways is prohibited</p>	<p>The prohibition against sitting on the floor was moved from the paragraph on loitering to the paragraph prohibiting blocking entrances, etc.</p>
<p>10 No one shall enter the building with bare feet or no shirt.</p>	<p>6.6 No one shall enter the building with bare feet or no shirt</p>	<p>No change in text</p>
<p>11. No one shall use any amplifiers or other noise-making devices which tend to disturb occupants within the building or on the grounds</p>	<p>6 7. No one shall use any amplifiers or other noise-making devices which tend to disturb occupants within the building or on the grounds.</p>	<p>No change in text</p>
<p>12. No animals are allowed inside the building except service animals assisting the disabled.</p>	<p>6.8. No animals are allowed inside the building, except service animals or service animals in training</p>	<p>New Amendments to the ADA require buildings to allow service animals in training, regardless of whether they are assisting someone with disabilities</p>
<p>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.</p>	<p>See paragraph 5 4 re: Other Building Displays</p>	<p>Creation of Paragraph 5 4 was an attempt by Dane County Risk Mgt to combine several sections of the old policy into one</p>
<p>14. No skateboards, roller blades or roller skates are allowed in the building.</p>	<p>6.9. No skateboards, roller blades or roller skates are allowed in the building.</p>	<p>No change in text</p>

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<p>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.</p> <p>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.</p>	<p>See new Paragraphs 3.0 and 4 0 in attached</p>	<p>Emergency plans are now incorporated into the Policies and Operating Rules.</p> <p>Replacing these paragraph does not affect the Committee's power to request assistance, but recognizes that the Madison police will look to city ordinances and state law regarding how to secure the building, when necessary.</p>
<p>17. No alcoholic beverages are allowed in the building.</p>	<p>6.10. No alcoholic beverages are allowed in the building.</p>	<p>No change in text</p>
<p>18. No business, non-profit, or personal organization shall be allowed to solicit business or selling on the premises without the Committee's written approval</p>	<p>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.</p>	<p>No change in text</p>
<p>19. Due to City and County Ordinances, no smoking is allowed in the building.</p>	<p>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.)</p>	<p>In the old policy, "No smoking is listed here and in Paragraph 6; the new policy only prohibits smoking once.</p>
<p>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.</p>	<p>See paragraph 5.4 re: Other Building Displays</p>	<p>Creation of Paragraph 5.4 was an attempt by Dane County Risk Mgt to combine several sections of the old policy into one</p>
<p>21. Space heaters are not allowed unless approved by the Facilities Manager.</p>	<p>6.11. No personal space heaters are allowed in the building</p>	<p>MFD and Facilities Mgt will not approve use of space heaters in the CCB</p>
<p>22. All requests for painting are to be directed to the Facilities Manager</p>	<p>6 14. All requests building maintenance (painting, light bulb replacement, doors or windows that have broken) are to be directed to Dane County Facilities Management.</p>	<p>This paragraph was expanded from just painting to all building maintenance; and the requests will be sent to Faculties Management, not the Facilities Manager</p>

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23. Bicycles are not allowed in the building except in authorized areas of the garage	N/A	Based upon past practice, bicycles are allowed in the CCB
24. No portable electrical generating equipment is allowed to be used in the building unless part of a City or County construction project.	6.12. Portable electrical generating equipment and temporary heating equipment are only allowed when used in the building if part of a City or County construction project.	The new policy combines the old paragraphs 24 & 26
25. No portable restroom facilities are allowed on the grounds during any function.	N/A	Based upon past practice, portable restroom facilities are allowed on the grounds during certain functions
26. No temporary heating or cooking equipment is allowed on the grounds unless part of a City or County construction project	6.12. Portable electrical generating equipment and temporary heating equipment are only allowed when used in the building if part of a City or County construction project.	The new policy combines the old paragraphs 24 & 26
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	6.13. 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	No change in text
Not addressed	6.15. Beginning on November 1, 2011, signs will be posted in a prominent place near all of the entrances notifying individuals entering the building of the following:  Firearms and Dangerous Weapons are prohibited on these premises Wis Stat. § 943.13	See minutes of 2011 City/County Liaison Committee meetings for basis for this change