



Sauk County West Square & Courthouse Meeting Room Policies and Procedures

PURPOSE To establish clear rules and expectations for the use of meeting rooms to create a more productive work environment for all individuals utilizing these facilities.

RESERVATIONS

- The Sauk County Building Services Department and Department Heads/Office Managers/designees are responsible for reserving meeting rooms within the West Square and Courthouse Facilities.
- To reserve a room through the Building Services Department, you may send an email to: bldgser@saukcountywi.gov or call 608-355-4400.
- Reservations shall include the scheduler's name and contact information, such as phone or email and a descriptive title of the meeting.
- A reservation must be made to utilize any of the meeting rooms.
- Reservations must be cancelled immediately upon notice that the meeting is cancelled or rescheduled.
- The Sauk County Buildings and Grounds Director and/or the County Administrator reserve the right to deny a request based on previous conduct.

SCHEDULING

- Room assignments will be made on a first come, first served basis except that the conduct of County business must be given precedence.
- The use of all meeting rooms shall be prioritized as shown in Exhibit A. Higher priority groups may bump a lower priority group when a conflict exists. In those circumstances, a call will be made to the person listed as the contact. Such notice will be attempted (but not guaranteed) with at least 24 hours notice.
- Meeting rooms in the West Square Building are available to user groups 3 – 8 as follows: Monday – Thursday from 7:30 am – 7:00 pm and Fridays from 7:30 am – 4:30 pm
- Meeting rooms in the Courthouse are available to user groups 3 – 8 as follows: Monday – Friday from 8 am – 4:30 pm
- Evening meetings in the West Square Building extending beyond 8:00 pm Monday thru Thursday, meetings on Friday extending or starting after 4:30 pm, and meetings on weekends or holidays will only be accommodated if attended and supervised by an employee of Sauk County.

PROHIBITED USE OF ROOMS

- Activities of a partisan, political, or profit-making nature where the purpose of the meeting is to campaign, rally, or promote a partisan political perspective.
- Activities that involve illegal activity and/or activity that may pose a safety risk to others.
- Activities that support or encourage any discriminatory practice.

ATTENDEE SAFETY

- It is the responsibility of the user group to review room exits and stairwell locations and relay this information to the attendees.



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ROOM MAINTENANCE

- BE COURTEOUS! Users are responsible for returning the room in a clean and orderly condition. This includes the removal of material, properly disposing of trash, wiping down and returning tables and chairs to their proper positions, and turning off the lights/closing the doors. Sauk County is not responsible for possessions left in the room.
- Tables, chairs, and other equipment are not to be removed from their assigned rooms without permission.
- It is the responsibility of the user group for arranging rooms to accommodate the needs of the meeting. Be sure to schedule enough time in advance and at the conclusion of the meeting for room arrangement.
- No room rearrangement will be allowed in Room 326-A or Room 213 without the prior approval of the Buildings and Grounds Director.
- Buildings Services Staff may be requested to assist in arranging rooms for user groups 1 and 2. A work order must be submitted via the AkitaBox work order system at least 48 hours prior to the meeting, clearly stating the room, date/time, and configuration desired. It is the responsibility of the user group to be sure at least one person is present to assist in arranging the room.
- Sauk County staff must be informed immediately of any damage that occurs to County property during the use of a meeting room.

EQUIPMENT

- To request the use of audiovisual equipment, contact the MIS helpline at (608) 355-3555 or helpdesk@saukcountywi.gov. Users will be responsible for any damage that occurs during their use.

REGULATIONS

- Alcoholic beverages are not permitted in the buildings
- Firearms and/or concealed weapons of any kind are prohibited, with the exception of on-duty law enforcement officers.
- Smoking/vaping is not permitted in the buildings or within 15 feet of the entrances to the facilities.
- Light refreshments may be served. Cooking is permitted only in the employee lunchroom (B02), utilizing the equipment in that room. Bringing in separate cooking appliances is prohibited.
- No items may be attached (taped, pinned, stapled, etc.) to any room surface other than room dividers (B24 & B30).
- Youth are not permitted in the buildings without continuous adult supervision.
- All persons must exit the building by 8:00 pm Monday through Thursday and 4:30 pm Friday, unless attended and supervised by an employee of Sauk County.



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FINANCIAL OBLIGATIONS

- Except as otherwise described below, reservations are free of charge.
- Damage or misuse of Sauk County property and equipment will not be tolerated. Sauk County reserves the right to charge users for costs incurred above and beyond standard room use. Users are expected to ensure that the room and any equipment or fixtures are clean, undamaged, and left in a presentable manner.
- In the event of any necessary cleaning and/or repair of damage caused while under a group's use, the cost of repair and/or cleaning will be charged to the user group. No user group may use the meeting rooms unless all outstanding costs are paid in full.
- If damages are assessed to a specific user group on any two occasions, their right to use the meeting rooms will be forfeited.
- Request for assistance from the Building Services staff will be billed based on the hourly rate of the personnel providing assistance. Such hourly rate is to include wages and all benefits.
- In addition to any cost for staff, the Public Works Committee, in consultation with Corporation Counsel, may establish a fee of not less than \$3.00 per hour and not more than \$7.50 per hour for the use of meeting rooms or other facilities to non-county community groups or individuals, if it is determined that the cost of maintaining or securing the meeting space is beyond that normally associated with that of a public building.



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EXHIBIT A – USER GROUP PRIORITIES

PRIORITY	USER GROUP	ADVANCED SCHEDULING LIMIT
1	County Board/Committees	365 days
2	County Departments conducting official county business	365 days
3	Non-County agencies that lease space within the facilities conducting that agency's business (USDA, NRCS, Job Center)	6 months
4	Sauk County employee group activities or meetings	6 months
5	Public meetings that conduct business related to a county service or program	60 days
6	Non-County agencies conducting official business, meetings, or training	60 days
7	Public meetings that further a public interest or provide a public service	60 days
8	All other uses not specifically covered above or noted as being prohibited	60 days

EXHIBIT B - MEETING ROOMS AVAILABLE FOR PUBLIC USE

ROOM	CAPACITY	USER GROUPS	OTHER INFORMATION
B24	132	1-8	Located in the basement of the West Square Building.
B30	108	1-8	Located in the basement of the West Square Building.
B24 & B30	240	1-8	Folding wall between the rooms can be opened. A total of 32 tables and 150 chairs are available between the 2 rooms.
203	6-8	1-5	Located on the 2 nd floor of the West Square Building. Key fob access required.
213	46	1-2	Located on the 2 nd floor of the West Square Building. Large screen TV with video conferencing capability and Granicus meeting recording equipment.
249	6	1-2	Located on the 2 nd floor of the West Square Building. Key fob access required.
326A	61	1-2	County Board Room – located on the 3 rd floor of the West Square Building.
326B	50	1-2	County Board Room Gallery – located on the 3 rd floor of the West Square Building.
326A & 326B	111	1-2	County Board Room and Gallery combined – located on the 3 rd floor of the West Square Building.
116	100	1-5	Jury Assembly Room – located on the 1 st floor of the Courthouse.
128	20	1-2	EMBS Meeting Room – located on the first floor of the Courthouse. Large screen TV with video conferencing capability.




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Sauk County Public Works Committee:



Brian Peper, Chair




Thomas Dorner



Kevin Schell



Terry M. Spencer

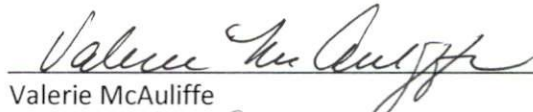


Bryant Hazard



Robert Spencer

Mark "Smooth" Detter



Valerie McAuliffe



Bill Stehling