

	<p align="center"><b>Iowa County Government Facility Administrative Policies and Procedures</b></p>
<p><b>Title:</b> Facility Use Policy</p>	<p>Effective Date: 07/19/2011</p>
<p><b>Number:</b> FAC-01</p>	<p>Date Last Revised: Tuesday, December 18<sup>th</sup>, 2012</p>

**Purpose:**

To establish guidelines and procedures regulating the use of County Buildings.

**Overall Policy Guidelines**

1. This Facility Use Policy is established by County Administration under general authority granted by the Board of Supervisors. It is directed by the County Clerk.
2. This policy governs the use of public areas of buildings owned, leased or otherwise occupied exclusively by Iowa County Government that are used for the conduct of County operational business. County facilities not covered by this policy include: Bloomfield Health and Rehabilitation,
3. The primary use of County facilities is for the conduct of County government business. Consequently, groups that are associated with Iowa County government have priority use of facility space. This includes: the Board of Supervisors, formal and standing and subcommittees of the Board of Supervisors, individual members of the Board of Supervisors conducting County business, County Administration, boards or commissions appointed by the Board of Supervisors and County staff for purposes of County business. Use of public areas by any of the above County entities has priority (in the order listed) over use by another group.
4. Only non-profit citizen groups that are located in or do business in Iowa County are permitted to use public areas in County facilities and County grounds to the extent permitted by law. Such use must not interfere with County government functions, operations and business.
5. The use of any County facility (that falls under this policy) by profit-making groups or for profit-making purposes is prohibited.
6. A custodian and/or a technology fee may be assessed in certain circumstances.
7. No alcoholic beverages may be brought into County buildings.

## **Definitions**

"**Nonprofit citizen group**" includes agencies, corporations, partnerships or governmental entities, which provide legal verification, such as IRS 501(c) 3 form, of non-profit status.

"**Public area**" includes the grounds and lobbies of County buildings and the Community Room and the conference rooms of the Health and Human Services Center. It does not include: offices, workstations, stairwells, corridors or halls (even those within a department), and all interior conference rooms (even if accessible from an agency access corridor); these areas are reserved for County business only. Exceptions may be granted on a case by case basis.

"**Meeting or conference rooms**" includes all the rooms that are available for scheduling through the County Clerk's office and are for the purpose of conducting business meetings. County facilities are not to be scheduled as 'party' rooms.

## **Use of Facilities and Grounds**

**Equal Access** - this policy shall apply to all qualified groups and individuals that have requested use of County facilities and grounds. No group or individual shall be excluded from equal access to County facilities or grounds because of considerations of sex, race, religious or political persuasions or views. However, use may be denied or terminated if there is a violation of the rules set forth in this policy and/or if the use poses health or safety risks.

### **Use of County indoor facilities will be as follows:**

1. First Priority for use is County Activities
2. Second Priority: County and Government related Not-For-Profit Groups (Township, Villages, Cities, State, Federal, Regional, Local Taxing Bodies, etc) -
3. Third Priority: Youth Groups and their leadership (not limited to Iowa County) -
4. Fourth Priority: Community Groups (Chamber of Commerce, Lions Club, Kiwanis, Churches, Jaycees, etc.)

\*\*Custodian or snow removal charges may be applied by the Administrator if unusual circumstances merit.

**Building Access** - Events must be conducted in approved areas only. The user shall obtain any licenses or permits required by law. Basic authorization may be granted for events which are scheduled to begin and end between 7:00 a.m. and 6:00 p.m. Monday — Friday. Keeping doors unlocked beyond these hours requires the issuance of a temporary key to the building or Department assistance.

### **Liability** -Any group using County facilities or grounds shall:

- 1) Be required to release the County from any liability for damages caused to the user or its property during the time of use,
- 2) Hold the County harmless from any liability to third parties for injury caused by the group or any persons or groups to attend the event,
- 3) Be liable to the County for any damages to County property or injuries to County employees or agents caused by the group or by any person attending the group's events, whether or not the damage is the result of negligence, intentional acts or accident, and the proper return of equipment to designated locations,
- 4) Replace any missing or damaged equipment at group's expense.

**Denial of Usage** -The County reserves the right to deny use if the user has previously violated the rules set forth in this policy or if the use would pose health or safety risks.

**Solicitation** -Solicitation in facilities and on grounds is strictly prohibited, including solicitation by employees for personal profit. Minor solicitations, such as parents selling items for child's school fundraiser or organizing a team for participation in a charity event may be allowed without approval provided it is not conducted in a disruptive manner. Solicitation for a County-approved charity event may occur with the express permission of County Administration.

## **Applications for Usage**

### **Reservations**

- If an Iowa County government staff person or group is the user, complete an online request for use of conference room and/or community room by inserting user's initials and contact.
- If a non-profit organization is the user, complete a Facility User Permit Application Form.

### **Submittal of Reservations**

- Reservations should be submitted in advance.
- If requesting use of the Community Room or other conference rooms in the HHS (public areas in the Government Center), send an appropriate request to the County Clerk.
- If requesting use of areas within all other County facilities covered by this policy or other rooms for staff use, contact the appropriate Department.

### **Notification**

- Applicants will be notified within twenty-four hours as to whether the room may be used on the dates requested.

**Cancellation Due to Events Beyond Our Control** -In the event offices are closed due to inclement weather or other reasons, any permission to use the facility or grounds is automatically withdrawn during the closure period. County office closure information is available on local radio and TV stations or by calling 608.935.0399 or checking on the County website. In such an event, the County shall not provide notice of cancellation — users shall be solely responsible for notifying event participants.

## **Logistics**

**Food and Beverages** — An additional cleaning fee may be applied if stains, food debris, or trash is left in any room. The minimum fee is \$30 for the first hour for cleaning and \$30 per hour thereafter. The County Administrator will determine if a fee is to be applied.

**Parking** - All parking spaces that require a permit or are designated for specific uses are restricted to the permitted or designated uses. Individuals or groups holding or attending meetings or events are responsible for locating and using appropriate, available public parking. On street parking is discouraged.

### **Prohibitions**

- There shall be no alcoholic beverages served in, consumed in or brought into County buildings.
- There shall be no illegal drugs brought onto or used on County property.
- Smoking is prohibited within twenty-five feet of all County buildings.

**Security** - The user shall provide, at its own expense, any security that the user desires in addition to security normally provided by the County.

**SetUp and Clean Up** - Any group/user may use equipment and furniture, such as tables, chairs and screens that are owned by the County and located in the approved meeting room. Tables or chairs in any conference room and the Community Room may not be removed without prior approval. Any other needed equipment or furniture must be supplied by the group/user. After use of the room, the group/user shall be responsible for returning the meeting room/space to its original condition and configuration. The user is responsible for ensuring that all trash is placed in containers provided.

**Electronic and Audio Visual Equipment** - Use of this equipment by outside agencies is subject to prior approval. Users of this equipment must demonstrate that they are properly trained in its use and care. Departments that authorize outside agencies to use equipment and technology are responsible for training and insuring equipment's proper use/return. A meeting support fee payable to the Technology Department may be collected for technical support at a minimum of \$30 per event. This fee is triggered if IT is called to assist for anything other than an equipment failure and will apply to County Departments as well as outside groups.

**Signs** - Signs, emblems, banners, pennants, etc. may **not** be affixed to any building surfaces, steps, walls or light fixtures. Signs, emblems, banners, pennants, etc. that are self-standing may be put into place one (1) hour before the scheduled start of the meeting and must be removed at the conclusion of the meeting. A copy of any sign, emblem, banner, pennant, etc. to be used shall accompany the application form.

**Authorizing Department:**

Department Heads may designate a key staff person to reserve conference rooms. Staff of the County Clerk's office assigns space under the authorization of Administration to resolve scheduling conflicts when Departments do not work them out directly.