

COLUMBIA COUNTY MEETING ROOM GUIDELINES

(Administration, Courthouse, Health and Human Services and Law Enforcement Center)

Effective October 7, 2019

These guidelines are set forth for the Columbia County Administration Building, Courthouse, Health and Human Services Building and Law Enforcement Center. These guidelines are to be shared in each department to inform employees and the public how the meeting rooms are to be used.

- The meeting rooms shall be used as follows:
 1. County Board, County committees, County departments, or groups or organizations associated with or working in partnership with Columbia County government.
 2. Other groups and organizations as approved by the County Board Chair or designee.
- The purpose of the meeting must be civic, cultural, intellectual, charitable, educational, or of other general public interest for County residents.
- Except for County Board or County department or tenant related programs, groups may be limited to one meeting for any given two (2) month period.
- No admission fee may be charged nor any collection taken. The only exceptions are in the case of a paid registration necessary to cover expenses for institutes or training courses.
- County facilities may not be used for: a) commercial demonstrations; b) sales or promotion of products or services; c) private parties; d) political events; or e) the compilation of names for mailing lists or further solicitation.
- Groups with children or youths under 18 years of age must have at least one (1) adult for every twenty-five (25) minors and be present during the entire meeting and remain with their group during the entire time of the meeting.
- Use of the room cannot be disruptive of the programs and activities of the County.
- No unlawful activity is permitted in the meeting room or on the premises.

Available Meeting Rooms:

- Administration Building
 - Meeting Room #113 (Seats 12, 4 tables)
 - Meeting Room #114 (Seats 12, 4 tables)
 - Meeting Room #115 (Seats 16, 6 tables)
 - County Board Room, #116 (Seats 27 in gallery, facing 5 seated at front; Seating is stationery)
- Health and Human Services Building
 - Meeting Room #1 (Primarily used by ADRC between the hours of 8 am – 4 pm, M-F; Seats 24, 12 tables)
 - Meeting Room #2 (Seats 24, 12 tables)
 - Meeting Room #3 (Seats 24, 12 tables)
 - County Kitchen, available upon request when reserving Meeting Room #3
- Law Enforcement Center
 - John Roche Community Room (Seats 42-52, 21 tables – set up classroom style)
- Courthouse
 - Basement Meeting Room (Limited use due to security requirements; Seats 60, 20 tables)

Scheduling:

- Meetings can be held anytime during the day. But, no earlier than 8:00 a.m. and must end by 10:00 p.m., Monday through Friday. Activities of County departments and tenants are exceptions.
- Due to security reasons, no public meetings will be held in County buildings after 4:30 p.m. unless County department or tenant related.
- No meetings are allowed on weekends unless approved in advance by Facilities Management and are either County department related or tenant usage.
- Meetings must be scheduled at least one (1) week in advance. Activities of County departments and tenants are exceptions.
- The meeting room shall be **VACATED** no later than 15 minutes following the scheduled ending time of the meeting, except for County department related programs.
- Responsibility for taking reservations for the meeting rooms at the Columbia County Administration Building and Health and Human Services Building is the County Clerk's Office. Responsibility for taking reservations for the meeting room at the Law Enforcement Center is the Sheriff's Office. Responsibility for taking reservations for the meeting room at the Courthouse is the Clerk of Courts.

Use of Meeting Room Facilities:

- Any damage to meeting space or AV equipment caused by the meeting organizers or attendees will result in full restitution to the County and denial of any future use of County meeting space.
- Facilities Management staff will not be responsible for setting up or taking down equipment or furniture used in the meeting room(s). EXCEPTION - Administration Building meeting room(s): Contact Facilities Management staff for rearranging tables (some tables are connected to floor outlets and special care is required.)
- It is the responsibility of the person who reserved the meeting room(s) and moved furniture to return furniture to the original configuration.
- Furniture cannot be removed from a meeting room or removed from a meeting room to another meeting room without prior approval of the Facilities Management Department.
- Setting up furniture or conducting meeting business in hallways outside of the meeting room(s) is not allowed.
- Facilities Management staff will be responsible for removing/replacing dividers between meeting rooms at the Administration Building and Health and Human Services Building.
- MIS will provide support on the County AV equipment for the meeting room(s) between 8:00 am – 4:30 pm Monday – Friday (excluding holidays). Outside entities will be required to provide their own video/audio connection cables (VGA/HDMI) and device (laptop/tablet) in order to connect to the County's AV system. In order to know whether a device is compatible with the County's system, MIS highly recommends performing a test prior to the event. Please contact MIS at (608) 742-9626 for assistance.
- "Finger" food (i.e. donuts, pizza, sandwiches, etc.) and beverages are only allowed in the meeting room(s). Catered or hot food is not allowed. (Exception: Catered or hot food may be served in the County kitchen).
- If food or beverages are to be included in the meeting, it is the responsibility of the person who reserved the room to provide those refreshments and supplies and to clean up after the meeting.

Use of County Kitchen at Health and Human Services:

- Must indicate when reserving Meeting Room #3 at Health and Human Services to include the County kitchen.
- No long term storage of food or supplies is allowed.
- All supplies (cleaning, serving, etc.) are the responsibility of the person reserving the County kitchen.
- County employees may not use the County kitchen refrigerator or appliances for personal use. Employees should use the employee breakroom fridge and appliances for personal use.

Parking:

- **Employee Parking:** Parking is first come first served in designated employee parking. Employees are required to park in the parking lots highlighted in yellow on the attached map.
- **Parking Restrictions:** Employees and other individuals who have offices in the Administration Building or the Health and Human Services Building may not park on either side of Edgewater Street between DeWitt Street and Marachowsky Place; either side of East Mullett Street between West Wisconsin Street and Thompson Street; either side of West Edgewater Street from West Wisconsin Street to DeWitt Street; either side of Marachowsky Place; in the public parking lots on the North side of East Edgewater Street between DeWitt Street and Marachowsky Place; either side of Adams Street between East Cook Street and East Mullett Street; or on either side of Thompson Street between East Mullett Street and Pauquette Street. Employees and other individuals who have offices in the Courthouse may not park on either side of West Pleasant Street between DeWitt Street and Clark Street; either side of West Conant Street between DeWitt Street and Clark Street; DeWitt Street between West Pleasant Street and West Conant Street; in the City of Portage parking lot; in the parking spaces behind the Courthouse immediately adjoining the Portage Presbyterian Church property; or in the public parking across from the Courthouse main entrance on Dewitt Street.
- **Handicapped Parking:** The handicapped parking spaces at each building shall only be utilized by persons authorized to do so by Wisconsin Statute.
- **Loading Zone Parking:** No parking will be allowed in a loading zone beyond the posted time to load and unload.
- **Reserved Parking:** Labeled reserved parking spaces shall be for the appropriate vehicles only. No other parking is allowed in these stalls.
- **Visitor Parking:** Parking is first come first serve in designated visitor parking lots.
- **ADRC Parking:** The ADRC parking lot is reserved for clients visiting the ADRC.

General Regulations:

- Smoking, vaping, tobacco use or possession of alcoholic beverages are not permitted.
- Firearms and other weapons are prohibited, with the exception of law enforcement officers (and Judges, District Attorney, and Assistant District Attorneys at the Courthouse only).
- No personal space heaters or fans will be permitted anywhere in County buildings.
- No candles of any kind will be allowed in the buildings, per Wisconsin Administrative Code and local fire inspector.
- No wax scented warmers, potpourri warmers, lit incense sticks, scented oil infusers, or personal electric water falls of any kind will be allowed in the buildings.
- No appliances (such as mug warmers, hot plates, toasters, toaster ovens, etc.) will be allowed anywhere in County buildings.

- Coffee can be dumped down sinks but sinks should be rinsed well, or in toilets and flushed. Grounds should be disposed in the trash.
- Posting of materials on walls and doors is prohibited without prior approval of the Facilities Management Department.
- Groups using County meeting rooms must meet ADA (Americans with Disabilities Act) requirements and provide requested accommodations to meeting programs. An agreement to provide accommodations is to be included in the publicity or notices for each meeting or program.

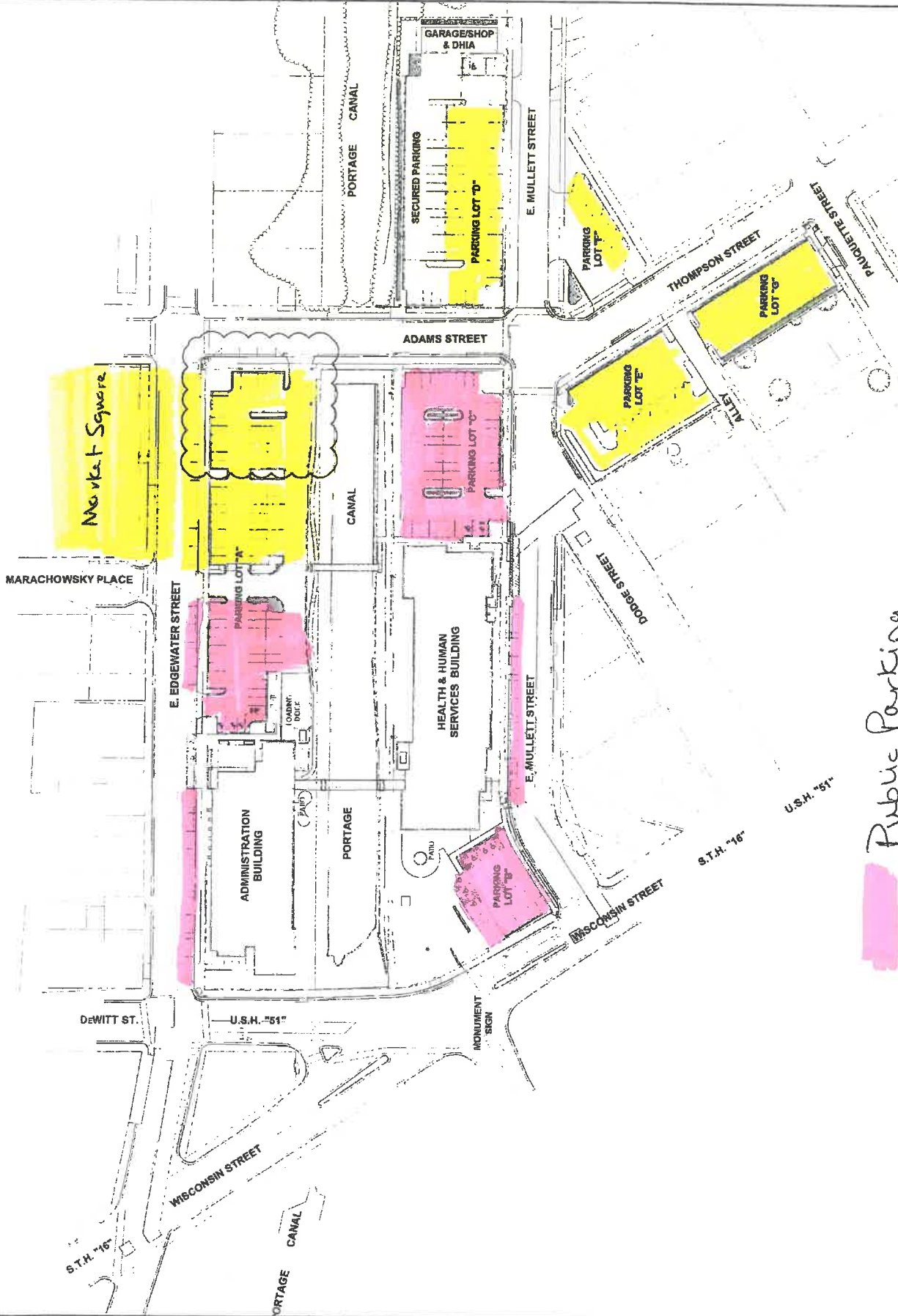
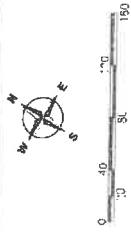
Disclaimer:

- Permission to use meeting rooms does not imply County endorsement of the aims, policies, or activities of any group or organization.
- Permission to use a meeting room is revocable.
- Prior use of meeting rooms shall not entitle applicants to future use.
- The County may impose reasonable conditions for the use of its meeting rooms to ensure that public property is not damaged through use of its facilities, and to ensure that the comfort, convenience, safety, or welfare of the public is not disturbed.
- The County reserves the right to:
 - Revoke or modify permission to use its meeting rooms or to modify conditions imposed on the use of those rooms where necessary to adapt to the operations needs of the County afforded a higher priority under this guideline.
 - Deny applications for use based on the availability of space, frequency of use, or requests for space by other groups and organizations.
 - Attend any meeting held in its facilities to ensure that activities are consistent with County Meeting Room Guidelines

Approved by the Columbia County Executive Committee on October 7, 2019

Employee Parking Areas at the Administration & Health and Human Services Buildings

(Highlighted in yellow)

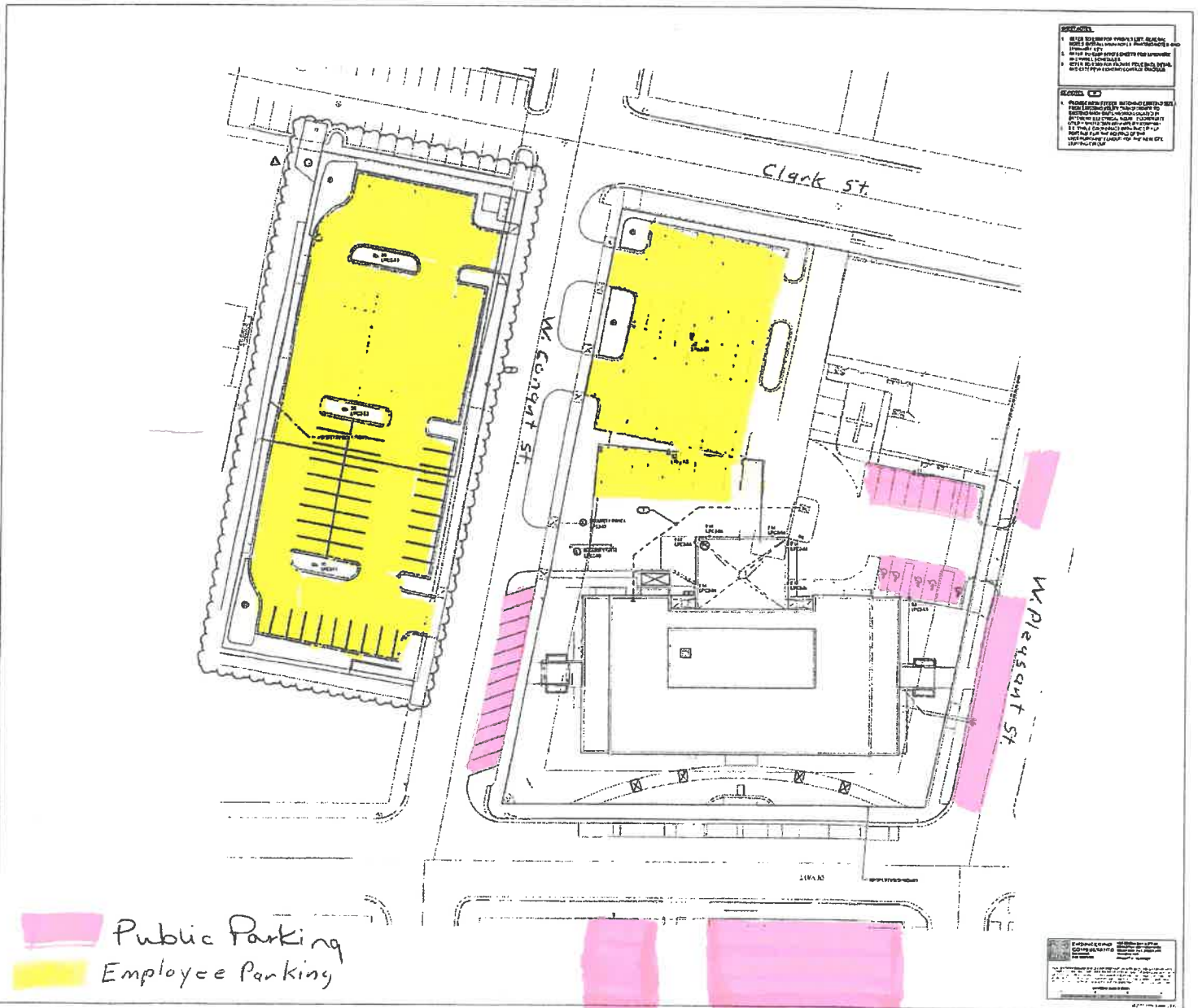


REQUIRED PARKING -	357
OFFICIAL PARKING	357
ON SITE - 277	
OFF SITE - 80	
TOTAL	357

Public Parking
Employee Parking

Employee Parking Areas at the Courthouse

(highlighted in yellow)



NOTES:

1. ALL DIMENSIONS ARE IN FEET. DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
2. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
3. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
4. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.

RECORD:

THIS PLAN IS THE PROPERTY OF THE CITY OF... IT IS TO BE USED ONLY FOR THE PURPOSES FOR WHICH IT WAS PREPARED AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE CITY OF... THE CITY OF... RESERVES THE RIGHT TO MAKE ANY CHANGES TO THIS PLAN WITHOUT NOTICE.

Legend:

- Public Parking
- Employee Parking

Scale:

1" = 100'

North Arrow:

↑

DATE:

10/15/10

DRAWN BY:

J. [Name]

CHECKED BY:

[Name]

APPROVED BY:

[Name]