



## MEETING ROOM USE POLICY

Date Originated: 09/18/18  
Date of Modifications:  
Policy Number: 703

1. **PURPOSE:**

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

2. **ORGANIZATIONS AFFECTED:**

3. **POLICY:**

This Meeting Room Use Policy is established by County Administration under general authority granted by the Board of Supervisors. It is directed by the County Clerk.

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 Center.

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.

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.

The use of any County facility (that falls under this policy) by profit-making groups or for profit-making purposes is prohibited. Exceptions are allowed for county retained services.

A custodian and/or a technology fee may be assessed in certain circumstances.  
No alcoholic beverages may be brought into County buildings.

4. **REFERENCES:**

5. **PROCEDURES:**

A. 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.

A. Use of County indoor facilities will be as follows:

- a. First Priority for use is County Activities including 4-H youth development.
- b. Second Priority: County and Government related Not-For-Profit Groups (Township, Villages, Cities, State, Federal, Regional, Local Taxing Bodies, etc.)
- c. Third Priority: Youth Groups and their leadership (not limited to Iowa County) other than 4-H

programs.

- d. 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.

#### B. 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 8:00 a.m. and 4:30 p.m. Monday - Friday. Keeping doors unlocked beyond these hours requires the issuance of a temporary key to the building.

#### C. 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.

#### D. Denial of Usage

The County will 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. The Department Head of the department that approved the reservation is responsible to notify an organization whose usage is denied or terminated for rules violation.

#### E. 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 is allowed 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.

#### F. Applications for Usage

##### 1. Reservations

- a. If an Iowa County employee or group is the user, complete an online request for use of conference room and/or community room.
- b. All other users will complete a Facility User Permit Application Form.

##### 2. Submittal of Reservations

- a. Reservations should be submitted in advance.
- b. If requesting use of areas/rooms within all County facilities covered by this policy contact the appropriate Department.

##### 3. Notification

- a. Applicants will be notified as to whether the room request has been approved.
- b. 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, TV stations or the County website. In such an event, the County shall not provide notice of cancellation. Users shall be solely responsible for notifying event participants.

#### G. Logistics

1. 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.

2. 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.
3. Building Key – Should a key be needed for a County building, the key must be picked up during business hours, unless prior arrangements are made with a staff member.

#### H. Prohibitions

1. There shall be no alcoholic beverages served in, consumed in or brought into County buildings.
2. There shall be no illegal drugs brought onto or used on County property.
3. Smoking is prohibited within twenty-five feet of all County buildings.
4. Only service animals are allowed.

#### I. Security

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

#### J. Set Up 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.

#### K. Electronic and Audio Visual Equipment

Use of an outside agency's equipment is prohibited. 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 will be assessed to outside groups if I.T. is called to assist for anything other than an equipment failure.

#### L. 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.

#### M. Authorizing Department

Department Heads may designate a staff person to reserve conference rooms.