CITY OF STOUGHTON MUNICIPAL BUILDING USE POLICY

Approved by Council 7/23/2019

STATEMENT OF POLICY

Recognizing that City Buildings and their grounds belong to the community, the City of Stoughton offers the use of certain City facilities by and for the benefit of residents, but not to interfere with any municipal operation of the community. The primary use for all city buildings will be for city business and events, which shall take precedence over and above any secondary uses. This policy does not cover the Opera House Theater, Library or Park Facilities such as shelters or athletic fields, which are covered under separate policies. The Common Council Chambers also serves as the City's Emergency Operations Center and therefore cannot be reserved for non-governmental users. Reasonable cost recovery fees will be assessed to maintain City facilities for future use.

Commercial enterprises and for-profit businesses will not be allowed to reserve city building spaces.

The City of Stoughton will consider all qualified users without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other status covered by applicable state or federal laws or regulations.

The fact that a group is permitted use of the room(s) does not in any way constitute endorsement of the group's policies or beliefs by the City, or staff.

All organizations/individuals using the Stoughton City Buildings will maintain compliance with Federal, State and local laws and regulations regarding discrimination. This includes but is not limited to the Federal Americans with Disabilities Act.

This policy may be subject to change based on need or circumstances as approved by the City.

APPLICATION PROCESS

Applications for use of available rooms will be given on a first request basis. All City of Stoughton committees, commissions and boards, city departments, and any other groups under the control of the City Council shall be given priority in scheduling. Building use will be determined by the Building Director (BD). Groups will be allowed to use the facility on a first-come, first-served basis after governmental groups. Room use will be limited to twelve times per calendar year. Advance reservations must be made 30 days in advance, except in special circumstances as approved by BD. Regularly scheduled meetings may be made no more than 6 months in advance, and are always subject to cancellation due to city needs.

The application shall specify the facilities requested, the date(s) needed, time and the name, telephone number, and the address of at least one (1) person of the organization or group who shall be personally responsible for all charges arising out of the intended use of such facility. Applications for use of a facility shall be submitted to the appropriate facility contact listed in the section below.

APPEAL PROCESS

If there is a question as to approval or denial of a user group by the BD, an appeal may be submitted to the Mayor.

FACILITY USER FEE SCHEDULE

Subject to availability and approval by BD, use of facilities during normal business hours shall not be subject to a rental fee.

All facilities rented for hours outside normal operation will be charged an hourly rental fee. The fee shall be charged per hour and will start ¼ ~~½~~ hour before the scheduled start time of the event and continue ¼ ~~½~~ hour following the completion of the event. The fee is intended to cover basic overhead including building monitoring during the event. The fee shall be $10 ~~$15~~ per hour.

Rental fees may be waived at BD's request or judgment for specific charitable or non-profit activities that benefit the city.

USERS

Governmental Users

City of Stoughton governmental meetings and activities include, but are not limited to: meetings of city committees, commissions, boards, events or meetings sponsored by a City department, committee or commission and are under the control of that body and is staffed by a City employee. City governmental users shall be given priority in scheduling. Other governmental units may be granted use of space if space is available.

Non-Governmental Users

Non-governmental users are all users not considered governmental users.
Non-governmental users may be allowed use of the facility per this policy when space is available, with the understanding that if a governmental user requires the use of a facility they will be bumped from using the facility. The City of Stoughton specifically excludes the following types of uses of its meeting rooms (except at the Library where Library Board Policies shall govern):

- Programs involving the sale, advertising or promotion of products or services. City facility space is not intended to compete with private locations for profit making events.
- Training events that are used to promote, market, or sell items or services.
- Business firms and other for-profit organizations soliciting or selling products or services, regardless of purpose.
- Private social functions, such as showers, birthday parties, and the like (except at the Senior Center and Youth Center.)
- Political campaigns and/or fundraising.
- Programs not in keeping with the City's goals and objectives, or which would interfere with the operation of the City

ROOMS AVAILABLE FOR USE

Rooms listed in this Section may be available to groups and organizations upon approval dependent on the user requirements, availability of space and time of use. Requests for use of meeting rooms should be submitted to the following for processing:

*Please see the attached fee schedule.

EMS – EMS Office, 873-6500

Normal Business Hours: Monday-Friday 7:30 a.m.-4:30 p.m.

Hanson Room: Room size: 40 X 28

Code Capacity = 90 persons
Design Capacity = 50 persons
Furnishings: Flip top tables on coasters, chairs and podium.
Audiovisual Available: Ceiling mounted projector, projection screen, VCR/DVR, TVs (2) and podium. Wireless Internet access available
No computer available for use

Halverson Room: Room size: 32 X 22

Code Capacity = 32
Design Capacity = 20 persons
Furnishings: Flip top tables on coasters, chairs and podium.
Audiovisual Available: Ceiling mounted projector, projection screen, VCR/DVR, White Board, TV and podium. Wireless Internet access available
No computer available for use

Note: Halverson & Hanson Room can be combined to accommodate larger meeting space.

Fire Department – Fire Chief, 873-7218

Normal Business Hours: Monday-Friday 7:30 a.m.-4:30 pm.

Training Room: Approximately 1,500 square feet, 25 tables and 50 chairs available; Room Capacity: 45 seated at tables, 80 without tables; Video Projector (no computer provided) and Audio equipment available, wireless Internet access available. No computer available for use

Opera House Facility – Opera House Director, 646-0019

Normal Business Hours: Tuesday-Friday 9:00 a.m.-4:30 p.m.

Hall of Fame Room – Meeting room with maximum capacity of 25 people, table to accommodate 10 people and perimeter seating. Video projector (no computer provided) and wireless Internet access available.

Giles Dow Room – Meeting room with maximum capacity of 25 people, table to accommodate 10 people and perimeter seating. Wireless Internet access available.

Ed Overland Room – Meeting room with maximum capacity of 15 people, table to accommodate 6 people and perimeter seating. Wireless Internet access available.

Senior Center – Senior Center Receptionist, 873-8585
Normal Business Hours: Monday-Friday 8:00 a.m.-4:30 p.m.

Main Floor – Seating for 80 people at tables; Video Projector (no computer provided) and Audio equipment available, wireless Internet access available. Kitchen available for catered foods only – no utensils or tableware available for use.

Lower Level – Capacity 30 to 50, wireless Internet access available.

Second Floor – 2 small meeting rooms with capacity 10 to 15, wireless Internet access available.

Youth Center – Parks & Recreation Director, 873-6746
Normal Business Hours: Monday-Friday 3:00 p.m.-6:00 p.m.

Main Floor – Lounge Area with TV and Video Games – No food on carpet, kitchen available for catered foods only – no utensils or tableware available for use.

Second Floor – Capacity to 200

GENERAL RULES AND REGULATIONS

Conditions of Use:

The applicant(s) must provide sufficient supervision so that the event will remain orderly and to prevent damage to the facility.

- Decorations and other items may not be attached to walls or fixtures;
- Prior to departure the room will be put into the same condition and configuration;
- On departure all lights shall be turned off and the room\facility secured and locked.
- Violations to this policy shall be grounds to deny future requests.

The use of the room is subject to all ordinances and laws being complied with, specifically, but not limited to the prohibition of tobacco use and/or possession of alcohol or illegal substances.

The City may place restrictions and/or additional requirements for the use of the facility. The applicant may be required to pay for these associated costs.

Cleaning and/or Damage to City Property

The applicant shall be responsible for:

- Reasonable and necessary expenses incurred by the City for the purpose of cleaning the facility beyond customary cleaning done by the city;
- For the cost of replacement or repair of damaged or stolen property.

Miscellaneous

The City is not responsible for any equipment or other property left at the facility at any time. Property left for 30 days will be deemed abandoned and disposed of in a manner deemed appropriate by the City.

Unless specified otherwise by the BD, premises must be returned to its original condition, to include location of tables and chairs and equipment (if any) used. All trash and refuse generated will be removed and hauled to designated location by users.

Additional specific policies, rules, exceptions, and limitations as pertain to each specific building are contained herein, and violations by users may lead to suspension of use privileges for any using party. Failure to meet the above requirements may result in the denial of future use for the individual or group associated with the facility's use.

Approved by the Common Council on July 26, 2005
Revision approved by Council on August 22, 2006
Revision approved by Council on January 27, 2009
Revisions approved by Common Council on July 29, 2015
Revisions approved by Common Council on July 23, 2019

CITY OF STOUGHTON
BUILDING USE APPLICATION

This form is to be completed by all groups requesting use of a City facility for an event that is not a primary City function. The City reserves the right to cancel a scheduled use in the event of an anticipated violation of any rule, regulation or law or if a governmental user requires the use of the facility. Any misrepresentation on the application may void any use of the facility.

_____ **EMS Facilities – contact EMS Office (873-6500)**
_____ **Fire Station Training Room contact Fire Chief (873-7218) or firedept@ci.stoughton.wi.us**
_____ **Opera House Facilities – contact Opera House Director (646-0019)**
_____ **Senior Center Facilities – contact Senior Center Receptionist (873-8585)**
_____ **Youth Center – contact Parks & Recreation Director (873-6746)**

ORGANIZATION: _____

ORGANIZATION CONTACT: _____

Name: _____

Phone: Days: _____ Evenings: _____

Name: _____

Address: _____

_____

DATE OF MEETING: _____

Beginning at _____ AM/PM Ending at _____ AM/PM

ATTENDANCE – EST. TOTAL _____
DESCRIBE PLANNED ACTIVITY IN DETAIL: _____

_____

_____

_____

_____

FACILITIES USE AGREEMENT: The undersigned application agrees to abide by all rules and regulations of the City of Stoughton regarding use of city facilities, to hold harmless and to indemnify the City of Stoughton from any and all claims, losses, damages, actions, causes of action and liabilities of any kind or nature whatsoever which are directly or indirectly related to the use of the facilities described herein by the undersigned and any guests, friends or invitees which result in injury or loss of property to any person using the facilities herein described. My organization/group will be responsible for the repair or replacement of any damages to the facility. My organization/group agrees to comply with the conditions set forth in the City of Stoughton Building Use Policy. My organization/group agrees to meet ADAA (Americans with Disabilities Act) requirements and to provide accommodations to access the meeting or program.

Additional Requirements: _____

_____

_____

Signature: _____ _____

Approved: _____ Date: _____

FEES AND DEPOSITS

_____No Fee for Governmental Defined Users

_____Flat Fee $10 per use

___hours at $~~15~~/ 10 hour _____ Hourly Rental Fee (starting ¼ ~~½~~ hour before event and continuing ¼ ~~½~~ hour beyond event.)

_____ TOTAL