

CITY OF STOUGHTON MUNICIPAL BUILDING USE POLICY

Approved by Council 7/14/2009

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. Offices and other administrative areas of the following buildings are not intended for use under this policy, unless special permission is granted by the Mayor and/or City Council: City Hall, Public Safety Building, Library, Senior Center, Municipal Utilities Building, EMS Facility, Fire Department, Youth Center and the Public Works Facility. This policy does not cover the Opera House or Park Facilities such as shelters or athletic fields which are covered under separate policies. Please see exhibit "B" for the Stoughton Public Library Meeting Room Policy.

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.

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. Groups will be allowed to use the facility on a first-come, first-served basis after governmental groups. Applicants shall give sufficient lead-time to analyze the needs and make all necessary arrangements. 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, the request may be submitted to the Mayor or appropriate board or commission for further review.

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. 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 will be allowed use of the facility when space is available with the understanding that if a governmental user requires the use of a facility they may be bumped from using the facility. The City of Stoughton specifically excludes the following types of uses of its meeting rooms:

- Programs involving the sale, advertising or promotion of products 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, dances and the like (except Senior Center facilities and Youth Center.)
- Political campaigns and/or fundraising, although political forums are permitted.
- Programs not in keeping with the City's goals and objectives, or which would interfere with the operation of the City by causing excessive noise, a safety hazard, security risk, etc.

Please see exhibit "A" for a pre-approved city building users list.

ROOMS AVAILABLE FOR USE

Rooms listed in this Section are made available to groups and organizations upon approval dependent on the user requirements, availability of space and time of use. The Council Chambers will only be available for use if City staff will be present at the event. Requests for use of meeting rooms should be submitted to the following for processing and approval (use of meeting rooms that affect multiple departments will need the approval of all affected departments):

<i>City Hall Receptionist</i> 873-6677	Hall of Fame Room, Giles Dow Room, Ed Overland Room and Council Chambers
<i>*Senior Center Receptionist</i> 873-8585	Senior Center Annex and other public meeting rooms at the Senior Center
<i>Library Clerical Assistant</i> 873-6281	Library meeting room
<i>EMS Office</i> 873-6500	EMS Training Room
<i>Parks & Recreation Director</i> 873-6746	Youth Center
<i>Fire Chief</i> 873-7218	Fire Station Training Room

*Please see the attached fee schedule.

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 locked.

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 drugs.

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 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.

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
Revision approved by Council on July 14, 2009

CITY OF STOUGHTON
BUILDING USE POLICY

This form is to be used by all groups entitled to use the facility listed below for an event that is not a primary City function. Permission for use of the facilities shall be granted not more than 120 days prior to the date requested unless special permission is granted. 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.

- _____ **Council Chambers, Public Safety Building – contact City Hall Receptionist (873-6677)**
- _____ **Hall of Fame, Giles Dow, Ed Overland Room – contact City Hall Receptionist (873-6677)**
- _____ **Senior Center Facilities – contact Senior Center Receptionist (873-8585)**
- _____ **Library Facilities – Contact the Library Clerical Assistant (873-6281)**
- _____ **EMS Facilities – contact EMS Office (873-6500)**
- _____ **Fire Station Training Room (contact Fire Chief (873-7218)**
- _____ **Youth Center – contact Parks & Recreation Director (873-6746)**

ORGANIZATION: _____

ORGANIZATION CONTACT: _____

Name: _____

Phone: Days: _____ Evenings: _____

Name: _____

Address: _____

DATE OF MEETING: _____

Beginning	AM/PM	Ending at	AM/PM
at			

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 ADA (Americans with Disabilities Act) requirements and to provide accommodations to access the meeting or program.

Additional Requirements: _____

Signature: _____ Date: _____

Approved: _____ Date: _____

STOUGHTON AREA SENIOR CENTER

BUILDING USE POLICY

Adopted 9-27-05

When considering or allowing groups or individuals to use the Center there are several conditions to be met in order for the facility to be used in a functional and practical way:

- Only lower level, annex room and main floor (street level) are available.
- Catered foods only.
- Minimal kitchen facilities in lower level and main floor available for final preparation of food only.
- A person contracted by the City will be on duty to provide security and lock up. This would be a person other than Senior Center staff, unless otherwise directed by the City. The cost of this will be included in the fee.
- The ground and lower rooms are available for groups up to 80 persons.
- The main level is available for groups up to 150 persons.

USER FEES AND DEPOSITS

_____	NO FEE REQUIRED
_____	\$60 Main Floor User Fee
_____	\$25 Lower Level User Fee
_____	\$30 *Refundable Deposit
_____	\$6 per hour Security Fee
_____	TOTAL

Please make check payable to Stoughton Area Senior Center.

*Please submit separate check for refundable deposit.

Facilities must be left in the same condition as when the group took responsibility for the premises. The user will be responsible for all damages to the building, furniture and any extra cleaning.

EXHIBIT "A"

**PRE-APPROVED
CITY BUILDING USERS LIST**

(This list is not intended to be all-inclusive, but rather a guide)

1. Any city government-connected committee
2. The following Stoughton area organizations:
 1. American Legion
 2. American Legion Auxiliary
 3. Black Hawk Council of Girl Scouts
 4. Boys Scouts of America
 5. 4-H Clubs
 6. Lioness Club
 7. Lions Club
 8. Masons – Kegonsa Lodge #73
 9. Optimists
 10. Stoughton Area Jaycees
 11. Rotarians
 12. VFW – Badger Post #328
 13. VFW – Auxiliary
 14. Stoughton Conservation Club
 15. Stoughton Newcomers Club
 16. Stoughton Historical Society
 17. Exchange Club
 18. PEO
 19. Stoughton Business & Professional Women
 20. Rebekahs
 21. New Century Study Club
 22. The Order of the Eastern Star – Venus Chapter #61
 23. Pythian Sisters
 24. International Club
 25. 'R' Olde House Society
 26. Stoughton Hospital Auxiliary
 27. Stoughton Sports Boosters Club
 28. City Band
 29. Day of Prayer Group
 30. Stoughton Chamber of Commerce and sub- committees
 31. Neighborhood Associations
 32. Relay for Life
 33. Stoughton Area Youth Soccer, Baseball and Softball Associations
3. Any school oriented or parent sponsored group (both public and private school group).
4. Political forums.