

RESOLUTION TO ESTABLISH POLICY FOR  
THE USE OF THE  
MUNICIPAL BUILDING  
MEETING ROOM'S

WHEREAS; The City of Oconto has incorporated meeting rooms within the Municipal Building, 1210 Main Street, Oconto, Wisconsin, and

WHEREAS; the intention of including these meeting rooms in the Municipal Building was to increase the availability of the limited space available within the City for groups with a public interest or purpose to meet; and

WHEREAS; the City is receiving an increasing number of requests for use of the meeting room.

NOW THEREFORE, the City of Oconto establishes the following public meeting room policy:

**A. INTENT.**

It is the intent of the public meeting room to provide an Oconto location for public agencies to serve their local constituencies and as an opportunity for individuals, organizations, or groups to meet on an irregular basis. It is not intended to be utilized as a supplemental facility that would more appropriately be incorporated within the organization's home office or base of local operations. Regularly scheduled organizations will be considered on a case-by-case basis after consideration of the needs of City government, the community, and the conclusion of negotiations of a rental agreement. Likewise the public meeting room is not intended, nor are the grounds of the Municipal Building, intended to permit transient merchants (those businesses that do not have permanent operations within the City) the opportunity to transact business without the cost or burden of opening up a permanent outlet to transact business within the corporate limits of the City of Oconto.

**B. SCHEDULING AVAILABILITY**

1. Schedules: The clerk shall maintain a calendar of all meetings and activities scheduled for the public meeting room.
2. Requests: All requests for use of the public meeting room shall be written and described to the city clerk. This provision does not apply to operations of the City of Oconto.
3. Availability: Usage of the meeting room shall be dictated by the

following priority schedule:

- a. Regularly scheduled meetings or activities of the City of Oconto its Commissions, Boards, Authorities, or Committees.
- b. Operations of emergency government of the City, county, state agencies or surrounding communities.
- c. Unscheduled meetings or activities of the City of Oconto, its Commission, Boards, Authorities, or Committees.
- d. Non-profit and For profit groups.

Meetings and activities scheduled in the meeting room may be canceled, at the discretion of the City with little or no notice by the City, because of the activities scheduled by a higher priority user.

### **C. CHARGES:**

Service organizations will be exempt from paying fees. Any other person or group wishing to use the room(s) will be charged as follows, unless prior approval is received from the Public Property Committee:

Conference Room or Training Room	½ Day	Full Day
Council Chambers, Meal-site or ½ Multi-purpose Room	\$25.00	\$50.00
	\$50.00	\$75.00

Frequent and regular users of the public meeting room will be required to enter into a negotiated rental agreement with the City. Regular users are defined as a group that requests use of the room for the same time and day of the week for three or more consecutive weeks.

All fees are payable in advance.

### **D. ACCESS:**

Access to the public meeting room is available daily during normal city administrative business hours. Keys for the building will not be distributed to any person, group, or organization for the purpose of accessing the public meeting room. Each organization or group shall assign one individual to contact the Oconto Fire Department to request access to the meeting room after hours.

### **E. PARKING:**

Users of the meeting room are requested to park in the Municipal Building parking lot during normal business hours. Users may park in any legal parking space after normal business hours.

#### **F. RESTRICTIONS:**

Access to the public meeting room and public areas of the Municipal Building does not permit the individual, group, or organization access to other portions of the municipal building nor does it authorize the use of municipal phones, fax machine, computers, photocopier, or other municipal office equipment by the user. A pay phone, rest rooms and a drinking fountain are available in the public hallway.

#### **G. CLEANING/CUSTODIAL ASSISTANCE**

Condition of Room: Although users of the meeting room are not expected to serve as building maintenance persons, each individual or group using the meeting room is expected to clean up after themselves upon the conclusion of use. Litter, coffee cups, beverage containers are to be properly disposed of. Spills are to be cleaned up. The room is to be rearranged into the configuration it was found.

Custodial Assistance Not Available: Custodial assistance for users of the public meeting room is not available. All users are expected to set up the room as required for their activity and insure the room is returned to the same condition as it was found upon leaving. Damage to all articles of furniture and equipment within the room must be reported immediately to the City clerk.

Employee Call-out: Use of the public meeting room or surrounding parking lot does not permit the user the right to "call-out" standby employees of the City for any non-emergency purpose or activity. Any non-emergency "call-out" occurring will result in a charge to the user for the City's cost and expense.

#### **H. DAMAGED PROPERTY:**

Users of the public meeting room are expected to respect public property. The City will seek recourse for any vandalism or destruction of city property via all available means. Fees may be charged for furniture and equipment damaged beyond normal wear and tear. Fees may be charged for excessive cleaning of the room required beyond normal use.

#### **I. OTHER RULES:**

Transient Businesses:

Transient businesses, i.e., those merchants that do not have a permanent business location within the corporate limits of the City, will not be permitted the use of the Municipal Building meeting room for the purpose of selling products and services.

This paragraph is not intended to prevent an out-of-town professional service provider, such as an attorney, from utilizing the Municipal Building meeting room for the taking of depositions or other similar use. Likewise, this paragraph is not intended to prevent a professional service provider, under contract to a local business or state agency, from utilizing the meeting room for such things as holding a public hearing, to recruit employees, etc.

Food and Beverage Service: Serving of food and non-alcoholic beverages is permitted in the meeting room provided all left overs are removed from the premises, all garbage is removed or sealed and bagged in "City of Oconto" garbage bags, and all tables, chairs, counters, kitchen appliances, etc., are appropriately and immediately cleaned upon the conclusion of the activity.

Alcoholic Beverages: The use or possession of alcoholic beverages within the Municipal Building is prohibited.

Behavior: Boisterous or unruly behavior is prohibited within the Municipal Building or upon the site occupied by the Municipal Building.

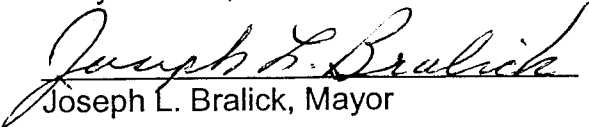
Smoking: Smoking is prohibited within the municipal building.

Controlled Substances: The use or possession of any controlled substance within the Municipal building is prohibited.

#### **J. VIOLATIONS OF USE POLICY:**

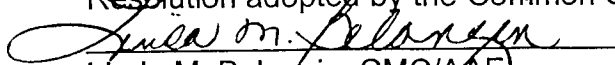
Violators of the policies and rules established from time to time for the use of the Municipal Building meeting room may be subject to a municipal citation and shall be prohibited from future use of this facility.

Introduced by Roger Wittkopf and seconded by Edward Young  
Adopted by the Common Council the 12<sup>th</sup> day of June, 2001

  
Joseph L. Bralick, Mayor

#### **CERTIFICATION**

IN WITNESS WHEREOF, I certify that this is a true and accurate copy of Resolution adopted by the Common Council on Tuesday, June 12<sup>th</sup>, 2001.

  
Linda M. Belongia, CMC/AAE  
Clerk/Treasurer