

## **MEETING ROOM POLICY**

The meeting rooms A, B and C, and the other rooms noted herein, located in the Shawano County Courthouse shall be available for public meetings in accordance with the following stipulations.

Rules for use of Courthouse meeting rooms:

1. Rooms will be available free of charge for Shawano County affiliated, non-profit groups that function under the direction of a County Department or Agency.
2. All county committees, board and commissions have priority use of the meeting rooms. This may include requiring a scheduled meeting to be relocated and/or cancelled to accommodate committees, boards, and commissions.
3. Notice must be given to the Maintenance Supervisor at the time of reservation for any meeting where food or beverages are intended to be available. There is no food or beverages allowed in the County Board room without prior approval from the Building Maintenance Supervisor.
4. There is restricted use of the County Board Room. Please contact the Maintenance Supervisor for use of the County Board Room. The County Board voting system and equipment shall not be moved or disturbed for any reason.
5. There is restricted use of meeting room 7. Meeting room 7 shall only be used by county departments, committees or commissions, or, during a declared emergency, as an auxiliary Emergency Operations Center for use by Emergency Management. Additional uses may be considered on a case by case basis by the Maintenance Supervisor.
6. The County Board, or its designee, within the limits of the law, reserves the right to rescind public use if an evaluation demonstrates the need to do so, and further, within the limits of the law, reserves the right to refuse certain groups and/or individuals.
7. Unless otherwise set forth herein, rooms will be available to other groups and individuals for a fee of \$25.00 for meetings up to 2 hours, \$50.00 for meetings up to 4 hours and \$100.00 for all day meetings, regardless of the amount of space used per meeting. There will be an additional \$50 charge if food or beverages are to be served. These fees must be pre-paid at the time of reservation. If calling to reserve a meeting room, the fees may be mailed but must be received at least 5 working days prior to the meeting. Meeting room cancellations must be made a minimum of 3 working days prior to the scheduled meeting. There will be a \$20.00 fee for cancellations up to 24 hours prior to the scheduled start time of the meeting, and no refunds will be issued for cancellations occurring within 24 hours of the meeting.
8. The person making arrangements to reserve a meeting room shall submit the following information in addition to any fees:

- (a) the name, address and phone number;
- (b) the person and/or organization responsible for use of the room;
- (c) the type of usage, and any needed requirements such as blackboard, tables, etc.;
- (d) the estimated number of attendees;
- (e) the start time of the meeting and the estimated time of completion.

9. Any audio or visual equipment shall be coordinated through the Shawano County Technology Services Department.

10. All meetings shall be finished by 10:00 p.m. unless there are exceptional circumstances and notice is given to the Maintenance Supervisor in advance.

11. No alcoholic beverages are permitted in the Courthouse.

12. No pets are allowed in any County office building with the exception of those needed to accommodate a disability.