



CITY OF WAUKESHA

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Committee: Board of Public Works	Date: 7/8/2021
Common Council Item Number: ID# 21-2514	Date: 7/20/2021
Submitted By: Mayor Reilly	City Administrator Approval: Kevin Lahner, City Administrator
Finance Department Review: Bridget M. Souffrant, Finance Director	City Attorney's Office Review: Brian Running, City Attorney
Subject: Waukesha City Hall Room Use Policy	

Details:
Waukesha City Hall was designed with numerous meeting and conference room spaces. When the rooms are not needed for specific City business, some of the rooms may be available for use by non-profit community groups working in the City, service clubs in the City and/or elected officials in compliance with the attached policy.

Options & Alternatives:
Rooms in City Hall do not have to be made available for public use. However, the City is contacted regularly by groups looking to use meeting space and there is some space available that can be used.

Financial Remarks:
The policy is written to only allow for meetings at no cost during regular City Hall business hours to eliminate the need for additional staff time. If meetings are approved for times outside of normal business hours, the applicant will need to pay the personnel costs.

Executive Recommendation:
It is recommended that the policy be approved so that non-profit community groups working in the City, service clubs in the City and/or elected officials can begin to use the meeting spaces available in City Hall.

