



Waukesha City Hall Room Use Policy

Waukesha City Hall was designed with numerous meeting and conference room spaces. When they are not needed for specific City business, the rooms may be available for use by certain organizations and individuals.

Eligible Parties

Only the following organizations and individuals may apply to use City Hall meeting rooms:

- Charitable organizations in Waukesha that are tax-exempt under Internal Revenue Code §501(c)(3)
- Social welfare organizations in Waukesha that are tax-exempt under Internal Revenue Code §501(c)(4)
- Citizen groups composed of Waukesha residents whose purpose is civic or neighborhood improvement, safety, beautification, or cleanliness
- City of Waukesha elected officials

Application

- For use of any rooms, a completed application form (attached and on the City website) must be submitted to the Clerk's office. Each application will be reviewed, and the contact person will receive confirmation by e-mail or mail (if an email address is not available) when the reservation is confirmed. The rooms will not be reserved until confirmation is sent.
- Applications must be submitted at least five business days prior to the meeting date in order to allow sufficient time for processing. Applications will be accepted no earlier than two months before the desired meeting date.
- In order to make sure the rooms are accessible to as many people as possible, applicants' use of meeting rooms is limited to one meeting per month. A second reservation in the same month will be allowed if the room has not been reserved five business days prior to the date requested.

Rental Rules

- Applicants must be 18 years of age or older. If children are present, they must be supervised by an adult at all times.
- All advertisements, announcements, press releases, flyers, etc., relating to the meeting,

including those delivered by email or other electronic communications, must clearly state who is sponsoring the meeting and contain the following disclaimer: "The City of Waukesha does not sponsor or endorse this event, the presenting individual or organization, or the viewpoints expressed by participants."

- Groups using the meeting rooms are not permitted to charge registration or admission fees or to require the purchase of an item as a condition of attending a meeting. Membership dues and voluntary incidental donations (such as, but not limited to, coffee money, snack costs, etc.) may be collected.
- Activities in meeting rooms cannot be disruptive to other users of City Hall. Sounds must not be audible outside of meeting rooms when the doors are closed.
- The City of Waukesha may limit or prohibit any use of meeting rooms that represents a threat to the health or safety of City Hall visitors or employees, in the City's sole discretion.
- City functions shall have priority at all times, and if unforeseen circumstances require use of a reserved meeting room by the City, the reservation may be cancelled. The applicant will be offered a substitute reservation as soon as reasonably possible.

Hours

- Rooms may be reserved at City Hall for no charge between the hours of 8:00 am and 4:00 pm, Monday through Friday. Meetings after hours will not be permitted unless special arrangements can be agreed upon and any personnel costs would be charged to the applicant.
- Groups using the meeting rooms will be admitted to and must vacate the room at the times stated on their application. Please make sure that your reservation time includes set-up and clean-up.

Available Rooms (please see the attached diagrams of the rooms)

- 1st Floor Conference Room, #160
 - Capacity 8 people
 - Whiteboard
 - TV Screen - connects to laptop for visual display (laptop not provided)
- 1st Floor Conference Room, #161.
 - Capacity 8 people
 - Whiteboard
 - TV Screen - connects to laptop for visual display (laptop not provided)
- 1st Floor Large Conference Room, #162.
 - Capacity 20 people
 - Whiteboard
 - Three TV Screens- connects to laptop for visual display (laptop not provided)
- 2nd Floor Large Conference Room, #201. Capacity 20 people

- Capacity 20 people
- Three TV Screens - connects to laptop for visual display (laptop not provided)
- Counter, sink and coffee maker

Room configuration/cleaning

- Tables and chairs in each room are available for use. Furniture must remain in its appropriate room. You are responsible for returning the meeting room to the configuration it was in prior to your meeting.
- No decorations or application of materials to the wall or floors are allowed.
- Applicants using the room are responsible for cleaning up the space when the meeting is concluded and making sure that all trash and recycling is in the appropriate receptacles.
- The room will be assessed by the City before and after each use of the room. If the room is not returned to its original condition, a reassembly and cleaning fee of \$50 per hour may be imposed.

Audio Visual Equipment

- Each of the rooms is setup with Audio Visual equipment which includes TV screens for projecting information from a laptop. If an applicant would like use of the equipment in the room, this must be indicated on the application so that arrangements can be made.
- The City will not provide a laptop for connecting to the system.
- Detailed instructions on connecting to the screens in the room will be provided when an application is approved and are posted in each conference room.

Food and Beverages

- Food and beverages are permitted if prior approval is obtained. Alcohol beverages and other intoxicating substances are prohibited.
- All food and beverages must be consumed inside the meeting room.

Parking

- There is a surface visitor parking lot in front of City Hall. For meetings of more than 10 people, attendees are asked to use the public parking available on the second floor of the Transit Center parking garage with access to City Hall via the skywalk. The parking garage address is 212 E. St. Paul Avenue (enter the ramp off Brook Street).

Prohibited Activities

The following things are not permitted in City Hall meeting rooms:

- Political campaign activities
- Commercial purposes or private social events for individuals.
- Smoking or use of alcohol beverages
- Pets and animals, except for guide or service dogs or other animals if the City must permit their

use to comply with applicable federal or state law

- Hazardous or flammable materials
- Excessively loud or disorderly conduct
- Indecent, obscene, or profane conduct

Appeal

- Any person whose request for use of a room reservation is denied or revoked may appeal the denial or revocation to the Mayor in writing. The Mayor shall make a decision within five days of the filing of the appeal.
- In order to prevail in such an appeal, the applicant must demonstrate that the denial or revocation was for reasons other than the applicant's compliance with, or ability to comply with, the requirements of this Policy.