

Dodge County Buildings and Grounds Use Policy

1.0 Purpose. This policy establishes that Dodge County Buildings and Grounds shall be utilized by county government for county government business as its first priority and in a manner consistent with a public purpose. This policy provides guidance for the proper use of County buildings and grounds and procedures for reserving meeting rooms or other county space.

2.0 Applicability. This policy is intended to cover all buildings and grounds over which the Dodge County Building Committee has authority including the following buildings and the associated parking lots and adjacent grounds:

- Administration Building, 127 East Oak Street, Juneau, WI
- Henry Dodge Office Building, 199 County Road DF, Juneau, WI
- Legal Services Building (Sheriff's Office), 124 West Street, Juneau, WI*
- Law Enforcement Center (J Pod), 141 N. Main Street, Juneau, WI*
- Justice Facility, 210 West Center Street, Juneau, WI*
- Jail and Detention Facility, 216 West Center Street, Juneau, WI*

*Meeting rooms in the secure areas of these buildings not available for general public use. Public access to secure areas is prohibited.

3.0 Definitions.

1. County. Dodge County.
2. County Building. Any of the buildings listed in 2.0.
3. County Department. An operational unit of county government with a primary funding source established by the Dodge County Board of Supervisors and managed by a county appointed official or county elected official or county committee, commission or board.
4. County Grounds. The county lands adjacent to a County Building, including parking lots, owned or leased by Dodge County.
5. Public Purpose. An activity in which the action, direction or basis therefor is of benefit to the general public or for the common good of government.

4.0 General Guidelines.

4.1 Permitted Uses. Use of county buildings and grounds shall be for a public purpose. County government business shall be given first priority to reserve and utilize county buildings including meeting rooms within county buildings and space on county grounds. Non-county entities, including other units or agencies of government, county related associations or organizations or nonprofit organizations providing a public service or purpose may use county buildings and grounds provided that the use and/or activity is consistent with this policy.

4.2 Prohibited Uses. The following activities and uses shall be prohibited in county buildings and on county grounds:

1. Selling, offering for sale or promoting the sale of goods or services, except in association with county business/county-sponsored event;
2. Distributing goods or services, except in association with county business/county-sponsored event;
3. Private, for profit commercial or business activities.
4. Private social functions such as weddings, birthday parties, reunions, anniversaries or similar events;
5. Political or religious activities including rallies, gatherings, parties or similar events (pertains to meeting rooms only);
6. Storage of non-county goods, services, products, vehicles;
7. Events that interfere with day-to-day operations of county departments or county business;
8. Smoking and/or vaping;
9. Serving and/or consuming alcoholic beverages;
10. Profanity, fighting or other assaultive behavior;
11. Any other illegal activity or use.

4.3 Building Hours. Hours of county operations vary. Buildings are generally open from 8:00 a.m. to 10:00 p.m., weekdays, except county observed holidays. Buildings may be open at other times for meetings at the discretion of the County.

4.4 Use of Kitchen/Appliances. Certain meeting rooms have kitchen facilities and appliances. Kitchen facilities and appliances may be used; however, it is the responsibility of the meeting organizer to ensure proper use of such facilities and leave same in clean and proper condition upon vacating the meeting room. The request to use kitchen facilities and appliances must be made by the meeting organizer at the time of reservation.

4.5 Damages/Security. Meeting organizer shall vacate the meeting room or grounds leaving same in clean and proper condition at the conclusion of the event. The County reserves the right to pursue the organizer for the recovery of costs of clean up or damages. The County makes no provision for security personnel at non-County meetings.

4.6 Audio/Video Recording/Streaming. Due to the confidential and sensitive nature of the services provided and the privacy rights of individuals receiving services from the Dodge County Human Services and Health Department, audio/video recording/streaming by the public within and on the grounds of the Henry Dodge Building, located at 199 County Road DF, Juneau, Wisconsin, is prohibited.

5.0 Priority of Use. With the exception of meetings located in secure areas of County buildings, the use of all meeting rooms, buildings and grounds shall be prioritized as follows:

1. County Board
2. County Board Committees
3. County Departments conducting official county business including training
4. Non-County agencies that lease space within county buildings
5. Organizations providing a county service or program such as UW-Extension functions including 4-H, Master Gardeners, and similar functions.
6. Non-County agencies or local or state government entities conducting official business, meetings or training.
7. Organizations conducting public meetings that further a public interest, purpose or provide a public service.
8. All other activities or uses not specifically covered above, except those that are specifically prohibited in 4.2.

6.0. Signs and Bulletin Boards. Except for official county signage, county meeting notices and agendas, county informational flyers or legal notices relating to county business, no signs, materials, notices, advertisements or flyers shall be displayed on county grounds, within county buildings or on bulletin boards within county buildings. Signs, materials, notices, advertisements or flyers posted and placed in violation of this section shall be removed and disposed of without notice.

7.0 Parking and Parking Lots. Parking lots associated with County Buildings are for use by the public having business in the county building.

1. All vehicles shall be parked, attended or unattended, in accordance with the signage posted and within the designated lines in the lot and in such a manner so as to not cause a hazard or be an obstruction to vehicular or other traffic.
2. No vehicles shall be parked, attended or unattended, in the lots between the hours of 11:00 p.m. and 7:00 a.m., other than employees of the county or persons engaged in official business at the county building. Overnight parking is prohibited and will be strictly enforced.
3. Vehicles, including trucks or detached trailers, parked unattended for more than ninety-six (96) hours will be considered abandoned and towed at owner's expense.
4. No vehicle shall be parked in a county parking lot for the purpose of advertising the vehicle for sale.
5. No vehicle in excess of 16,000 pounds shall be allowed to enter, access or park in any county parking lot.

8.0 Reservations.

Reservations for meeting rooms, buildings or grounds shall be made by contacting the UW-Extension Office at 920-386-3790 at least 24 hours prior to event. Information regarding meeting room setup, access, capacity/occupancy, securing after use, can be obtained at the time of the reservation. At the time of reservation, meeting organizer shall provide:

1. Contact information for event organizer
2. Estimated number of attendees
3. Evidence of insurance, if requested

9.0. Miscellaneous.

1. Event organizer is responsible for meeting room set-up and tear-down.
2. Audio/video equipment and connection to wireless services may be available in certain meeting rooms. Request for audio/video equipment or connection to wireless services should be made at the time of reservation.
3. Dodge County reserves the right to impose reasonable conditions on use of county buildings and grounds, in addition to those described herein, to ensure the comfort, convenience, safety or welfare of the county operations and personnel and the public.
4. Prior permission to use county buildings and grounds shall not guarantee future use.
5. Dodge County may revoke or modify permission to use meeting rooms or county space based on availability, scheduling conflicts, conflicts in use.
6. Dodge County makes no representations or endorsements regarding the activities conducted by non-county entities on county grounds or within county buildings.
7. Dodge County reserves the right to restrict access to internal offices or spaces within county buildings.

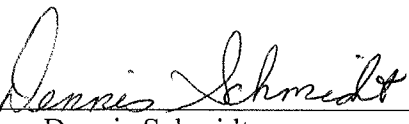
10.0 Policy Administration.

This policy shall be administered by the Dodge County Building Committee or its designee. The Committee designates the Physical Facilities Director or his designee as the day-to-day administrator of this policy and may install signage at his discretion to notify the general public regarding restricted or limited access to areas within or around county buildings. The Committee may modify the Policy from time to time with such modifications becoming effective upon Committee approval.

11.0 Effective Date.

This policy shall become effective upon the approval of the Dodge County Building Committee and shall supersede all prior building use policies and practices.

Date: 12/1/2020

By: 
Dennis Schmidt
Chair, Building Committee