

COURTHOUSE MEETING ROOM POLICY

The primary use of Trempealeau County facilities is to conduct county government business. However, the Trempealeau County facilities and conference rooms are maintained by taxpayer dollars and certain meeting rooms are open for use by the public under certain circumstances. To effectively manage the use of county facilities meeting room space, Trempealeau County adopts the following guidelines and rules:

Scheduling

To reserve a meeting room at the Trempealeau County courthouse, contact the County Clerk's office at 715-538-2311 or email at tcclerk@trempealeaucounty.com. The meeting rooms available for reservation include the County Board Room, the Wisconsin Room, the Trempealeau Room and the Packer Room.

Priority of Use

Use of the meeting rooms shall be given in the following priority:

1. Trempealeau County Board;
2. Trempealeau County Standing Committees;
3. Trempealeau County Employees/Departments;
4. Entities conducting business related to a County service or program or providing a public service;
5. Entities conducting official business not related to a County service or program or providing a public service;
6. Private entities or individuals conducting private business.

If a scheduling conflict arises between the above groups, the higher priority user will have the reservation priority.

No meetings will be allowed to be held in the Trempealeau County Courthouse for any political, religious or profitmaking nature where the purpose of the meeting is to promote a political perspective, engage in a religious activity and/or conduct a profitmaking activity.

Hours

The Trempealeau County Courthouse has normal recognized hours of operation from 8:00 am to 4:30 pm. Meetings may be scheduled outside of the normal hours of operation with approval from the Trempealeau County Property Committee or the Trempealeau County Clerk's office.

Rules

The following rules apply to all reservations:

- A. A \$20 fee may be charged for any meetings or gatherings of entities/individuals falling under category 5 and 6 above;

- B. For individuals or entities falling into categories 5 or 6 above, reservations will be accepted up to 60 days prior to the event;
- C. Cancellations must be made at least 24 hours in advance of the event;
- D. Meeting rooms must be cleaned up after any meeting. Any damage or clean up, beyond normal wear and tear, may result in an added fee to the entity/individual for the cost of repair and/or clean up;
- E. Signs, emblems, banners, pennants, etc. may not be affixed to any of the buildings surfaces, steps, walls or light fixtures. Users may affix notices, no larger than 8" x 11", directing participants to proper meeting locations. Such notices must be removed after the meeting or event is finished;
- F. No alcoholic beverages shall be served or consumed during any room reserved under this policy;
- G. Smoking of tobacco products is prohibited in the Courthouse as provided by Wisconsin Statutes §101.123. In addition, the use of smokeless tobacco and e-cigarettes is prohibited from being used in the Courthouse;
- H. Weapons and firearms are prohibited in all county facilities unless otherwise allowed by law.

Use of Trempealeau County facilities may be denied or terminated for violations of the rules set forth in this policy and/or if the use poses health or safety risks.

Permission to use Trempealeau County facilities shall not in any way constitute endorsement of the user group, entity or individual or their policies and activities.

Liability

The use of County facility space does not obligate the County to furnish any services or to provide any support regarding personnel, fixtures, equipment or supplies. The County does not warrant that any County facility space, fixtures or equipment is fit for any purpose. The County shall not be responsible for any damages, loss or injury to person or property which may arise out of, result from, or be in any manner connected with the use of such space.