

MILWAUKEE COUNTY FACILITIES ACCESS POLICY

Effective 12/19/14

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INTRODUCTION

This Policy covers the use of all County facilities by the general public, excluding the areas of the Courthouse Complex housing the County Board and the Circuit Court, the offices of constitutional officers, and the exclusions set forth in Appendix A. The County Board, Circuit Court and Constitutional Officers may adopt this policy for their respective physical space by sending notice to the Director of the Department of Administrative Services. The purposes of this Policy are to ensure the constitutional rights of the public, coordinate multiple uses of public buildings, preserve public spaces, ensure the health safety and welfare of the public, preserve the aesthetic appearance of historic buildings, and to protect the public from financial losses. Please review this Policy carefully. This Policy applies equally to all proposed uses of County facilities by the general public, regardless of the type of use being sought. Please note that certain County facilities may have additional or other restrictions, and it is recommended that you consult the applicable agency for further information. Understanding the Policy will reduce the chance of any last-minute problems for your event. The Policy is divided into the following sections:

- I. Definitions.
- II. Conditions Governing All County Facilities
- III. Conditions Governing the Public Areas of the Courthouse Complex: The Interior
- IV. Conditions Governing the Public Areas of the Courthouse Complex: The Exterior
- V. Scheduling Events and Exhibits
- VI. Appeals

This Policy supersedes and replaces all prior policies and procedures effective December 18, 2014. If you still have questions after you have read the Policy, please contact the Department of Administrative Services at 414-278-5353.

SUMMARY

This Policy follows the Negotiated Management recommendation of the United Nations:

According to this approach, the task of [law enforcement and government] is to protect rights and facilitate, rather than frustrate, demonstrations; they should help to diffuse tension and prevent a dangerous escalation of the situation. Several countries that follow this approach have also formalized the role of the so-called “safety triangle” during demonstrations, based on continuous communication and interaction between the organizers of the protest, the local or State authorities and [law enforcement], aimed at averting risks and ensuring smooth management of the assembly.¹

It is in everyone’s best interest that any event be peaceful where safety of all participants is ensured. If you are planning an event or exhibit we ask that you please notify Milwaukee County so that we can help coordinate your event with other activities (see p. 26 for notice procedure). Providing notice will also give your event priority over other events that have not provided notice and will make it less likely that your event be limited or terminated.

The details of this Policy should be reviewed and can be summarized as follows:

1. Entrances to the Courthouse Complex shall remain open during normal business hours for access by the public. One or more entrances may be temporarily closed because of staff limitations. Entrances shall not be closed during normal business hours except in the event of an ongoing threat to safety of people in the Courthouse Complex or Courthouse Grounds.
2. Each event shall identify an Event Organizer that (a) Milwaukee County representatives can communicate with and (b) will ensure the compliance of the event with this Policy.
3. An Event Organizer can identify themselves through a notice to Milwaukee County prior to the event or at the beginning of the event. No event shall be terminated solely for lack of notice. Spontaneous Events do not require notice.
4. Peaceful events and exhibits can take place in public areas (i.e. Rotunda and Halls, but not offices and restrooms) of the Courthouse Complex and Courthouse Grounds provided that the event:
 - a. takes place during operational hours of the Courthouse Complex (8:00 AM – 5:00 PM, M-F) and Courthouse Grounds (8:00 AM – 8:00 PM daily);
 - b. does not interfere with the business of other users of the Courthouse, which includes limitation on noise;

¹ *Effective measures and best practices to ensure the promotion and protection of human rights in the context of peaceful protests*, Report of the United Nations High Commissioner for Human Rights (Jan. 21, 2013), at p 8., available at <http://www.ohchr.org/documents/hrbodies/hrcouncil/regularsession/session22/a.hrc.22.28.pdf>

- c. all participants proceed through standard security screening;
 - d. does not block access to the Courthouse Complex by other users of the Courthouse Complex (which means at least an opening and path at all entrances, offices, restrooms stairwells and corridors that is the greater of six feet or the widest accessible egress opening); and
 - e. does not exceed the maximum occupancy allowed for each respective area, which can be found on the attached Appendix A, which includes:
Courthouse: Ground Floor (254 people), First Floor (143 people); Safety Building: Ground Floor (46 people), First Floor – 101 people, 2nd Floor – 96 people, 3rd Floor – 62 people, 4th Floor (90 people) (together “Egress Limits”). Note, there are no events or exhibits allowed in the entire skywalk or CJF First floor as these areas are entirely used for egress.
5. Any event that does not follow this Policy may be limited or terminated by the Department with assistance by the Sheriff’s office.
 6. For each event or exhibit, the department may designate an area that the event must be limited to in order to ensure egress of all occupants. Any event exceeding the Egress Limits must be relocated outdoors.
 7. Any event participants participating in an Unlawful Assembly, as defined by Wis. Stats. 947.06, will be removed by the Sheriff’s Office.
 8. Any event that causes a breach in security (e.g. participants not going through standard security screening as required of other visitors) may trigger a lockout or lockdown of the facility by the Sheriff’s Office with assistance by the Department; with costs associated with the lock down being recovered from event participants.

COUNTY FACILITIES POLICY

Management and Jurisdiction

County facilities generally are under the management of the Department of Administration Services (“Department”), and are generally under the safety projection jurisdiction of the Milwaukee County Sheriff. Certain areas of the Courthouse Complex are under the jurisdiction of the County Board, the Circuit Court, or various Constitutional Officers of the Executive Branch, rather than the Department. For a complete list of buildings covered by this Policy, please see Appendix A.

Some County buildings include public areas. Public areas are generally defined as gathering spaces which are not reserved for regular business use by County officials or employees. Public areas of the Courthouse Complex and Courthouse Grounds are identified by this policy as: the first floor Courthouse Rotunda, hallways, stairways, and the Clas Park (the Wells Street courtyard area).² Public areas of all County buildings are defined portions of the grounds outside of County buildings that are under the exclusive control of the County, including sidewalks. No other areas internal to any other County building are specifically designated as public areas by this Policy, but may be designated on a limited basis by the grant of a special permit. Designation of an area as a “public area” under this Policy is not a declaration that an area is a public forum of any type. The Department reserves the right to change the designation of any area at any time.

All members of the general public wishing to hold an event or to display an exhibit shall notify the Department, unless the Event is a Spontaneous Event, as defined below. Exhibits displayed without notice will be removed at the end of the day; exhibits removed may or may not be returned to the owner. Events occurring without notice will not be allowed if the use conflicts with a previously notified event. Events with or without notice may be terminated if they become unlawful as described in Wis. Stats 947.06, as may be amended from time to time, or otherwise conflict with County Ordinances. Events with or without notice may also be terminated if the Director of the Department or the Sheriff determines that the event is believed to have exceeded the attendance estimate or the Egress Limit capacity of the related areas of building (as defined by Appendix A), or if the continuation of the event would constitute a danger to the health, safety or welfare of the public.

Notice for use of the Courthouse Complex or any other County facility should be addressed to the appropriate office:

1. Notices concerning **public areas of the Courthouse Complex and other County facilities** listed in Appendix A (except as follows), must be addressed to Department of Administrative Services, Attn.: Notification of Event, , 901 N. 9th Street, Room G1, Milwaukee, Wisconsin 53233, Fax: 414-278-4038

² Public areas as defined herein does not include any portion of MacArthur Square. MacArthur Square’s parking floors are under the jurisdiction of the City of Milwaukee. As of 12/19/14 MacArthur Square’s pavilion is closed for public access due to maintenance issues. Public areas as defined herein also do not include any public streets adjacent to County properties which are controlled by the respective municipalities. If MacArthur Square’s pavilion reopens, it shall be deemed included in the definition of Courthouse Grounds.

2. Requests concerning spaces under the jurisdiction of the **County Board** must be addressed to County Board, Attn: Notification of Event, 901 N 9th Street, Room 201, Milwaukee, Wisconsin, 53233.
3. Requests concerning spaces under the jurisdiction of any Constitutional officer (e.g. County Executive, Sheriff, Treasurer, Register of Deeds, Clerk, etc.) or the Circuit Court should be addressed to the office of that person or body.

The following procedures shall be followed in the administration and operation of the public areas of County facilities. As set forth in VI.B., below, at no time shall enforcement of these procedures be influenced or affected by age, race, creed, color, handicap, marital status, sex, sexual orientation, national origin, ancestry, and arrest or conviction record, religion, political affiliation, or any other category that implicates content-based discrimination.

I. Definitions

The following words and terms, when used in this document, shall have the following meanings, unless the context clearly indicates otherwise.

- A. **ACCESS:** When referring to the access of people not attending an event, but with other business at the Courthouse Complex, “access” means a path to all exits, hallways, restrooms, stairwells and offices that is the greater of (a) six feet wide, or (b) the widest opening of the egress to an area
- B. **EXHIBIT:** Any display of artwork, including but not limited to paintings, sculptures, arts and crafts, and photographs; public service and educational presentations; signs or banners not held by an individual; and historical displays.
- C. **EVENT:** Any performance, ceremony, presentation, meeting, or rally held in the public areas of any County facility or building. A rally is defined as a gathering of three (3) or more people gathering for the purpose of actively promoting any cause.
Note: “Events” covered by this policy do not include: tourist activities or families visiting the Courthouse Complex; constituents or members of the public visiting elected officials; or the passage of individuals to areas not governed by the policy, such as the County Board offices, the offices of Constitutional Officers or Circuit Court chambers.
- D. **COURTHOUSE:** The Milwaukee County Courthouse. Unless otherwise specified, the use of the term “Courthouse” includes only the building, and not Clas Park (Wells Street courtyard) or Courthouse Grounds.
- E. **COURTHOUSE COMPLEX:** Courthouse Complex includes the Courthouse, Skywalk, Safety Building and Criminal Justice Facility.
- F. **COURTHOUSE GROUNDS:** Unless otherwise specified, the use of the term “Courthouse Grounds” includes all areas from the public streets bordering the

Courthouse Complex buildings to each external door of the buildings.

- G. **EVENT ORGANIZER.** “Event Organizer” means the individual listed on the notice provided to the County. If no notice is provided the Event Organizer shall be deemed the organization and individuals that promoted or advertised the event.
- H. **EXHIBIT ORGANIZER.** “Exhibit Organizer” means the individual listed on the notice provided to the County. If no notice is provided the Exhibit Organizer shall be deemed the organization and individuals that placed, promoted or advertised the exhibit.
- I. **FACILITIES:** Any building or land owned or managed by Milwaukee County. See Appendix A.
- J. **NOTICE:** Notice means a written notice to the Department that includes the following information related to the Event or Exhibit:
 - 1. Name of Event or Exhibit
 - 2. Purpose of Event or Exhibit
 - 3. Place and Date of Event or Exhibit
 - 4. Approximate number of participants
 - 5. If a march is to be held its proposed route, including starting place, destination, as well as name and contact information for the Organizer (cell phone, address and email).
- K. **ORGANIZER:** Organizer means an Event Organizer or Exhibit Organizer.
- L. **SPONTANEOUS EVENT:** A spontaneous event is defined as an event where three (3) or more persons gather to exercise their First Amendment rights in response to a triggering event that has occurred within the preceding calendar week, or is currently occurring. Regularly scheduled events, or events that are advertised by any means (including, but not limited to, via electronic social media) seven (7) or more calendar days prior to the starting date of the event are presumptively not “spontaneous events” within the meaning of this Policy.
- M. **UNLAWFUL ASSEMBLY:** Unlawful Assembly is defined by Wis. Stats. 947.06, as may be amended or renumbered from time to time.

II. Conditions Governing All County Facilities

The Courthouse Complex and other County facilities shall remain open to the public for Events and Exhibits during the normal business hours of the respective facilities. The following conditions apply to the general public in public areas of all County facilities, including without limitation, the Courthouse Complex.

Notice is requested for any event occurring in any area inside or outside of a County building, unless the event is a *bona fide* spontaneous event.

- A. Entrances to the County Facilities governed by this Policy, including without limitation the Courthouse Complex, shall remain open during normal business hours for access by the public. From time to time one or more entrances may be temporarily closed by the Department because of security screening staff limitations or maintenance repairs. Entrances shall not be closed during normal business hours except in the event of an ongoing threat to safety of people in the Courthouse Complex or Courthouse Grounds.
- B. Public use of County facilities shall not interfere with the prime use of the facility, including, but not limited to, any County Board or committee session, court proceeding or the conduct of public business by agencies or officials of the County which normally occupy and use the affected facility.
- C. In case of a fire, bomb threat, utility malfunction, structural failure or other unforeseen emergency or threat endangering public safety or health, the Sheriff's Office or Department may delay or postpone any scheduled event until the emergency or threat is over.
- D. Individuals or organizations are responsible for returning the areas used in conducting their events or displaying their exhibits to their original condition. Individuals or organizations are responsible for any vandalism, damage, breakage, loss, or other destruction to County facilities caused by that individual or organization; such costs will be assessed to individuals or organizations for the damages incurred. Individuals or organizations that organize, sponsor, promote or participate in an event may be held liable for such costs. Where repair of historic buildings is necessary, the cost of the repair will include the costs for the services of specialists in relevant historical restoration skills as determined by the Department. Nothing in this paragraph shall be interpreted or applied as providing for recovery of costs against any person unless that person, or those acting under that person's control, by their own negligent or intentional conduct cause a cost to be incurred by the County.
- E. Individuals or organizations that organize, sponsor, promote or participate in an event may be held liable for law enforcement expenses arising out of the event. Specifically, such persons shall reimburse the County for the deployment of any additional Sheriff Deputies to the event site due to the event, and for the overtime costs of any deputy arising out of the event if it is necessary to terminate unlawful conduct. If the deputy is employed by the Sheriff the rate shall be the then current average hourly rate for wage and benefits. If the deputy is employed by any other agency the charge shall be the actual cost billed to the Department by the other

agency. The County shall not require an advance payment from, or bill any person for, costs arising out of a law enforcement response to a counter-rally. Where a law enforcement response to a counter-rally is necessary, those who sponsor, promote or participate in a counter-rally shall be held liable for law enforcement costs arising out of the unlawful conduct by those engaged in during the counter-rally. Nothing in this paragraph shall be interpreted or applied as providing for recovery of law enforcement costs against any person unless that person, or those acting under that person's control, by their own unlawful conduct caused a law enforcement cost to be incurred by the County.

- F. Individuals or organizations using the County facilities shall indemnify and hold harmless Milwaukee County, its departments, agents and employees, from and against any and all suits, damages, claims, or other liabilities due to personal injury or death; damage to or loss of property to the County or to others; or for any other injury or damage arising out of or resulting from their use of any County facility. Nothing in this paragraph shall be interpreted or applied as requiring any person to indemnify or hold harmless any employee or officer of the County in the event that the negligent or intentional actions of such employee or officer cause any injury, death, damage or loss. Nothing in this paragraph shall be interpreted or applied as requiring any person to indemnify and hold harmless the County against actions of persons not under their control.
- G. Alcoholic beverages shall not be served or consumed in any County facility covered by this Policy without express written permission of the Director of the Department.
- H. Posting or affixing signs, announcements, or other documents on any exterior or interior wall, ceiling, floor, door, window or other surface of the public areas of any County facility not designed for that purpose is prohibited. Stickers, labels, tape, or any other adhesive material that might leave a residue or otherwise damage interior or exterior surfaces, including porches, stairs, statuary, monuments, light wells, fences and trees is also prohibited. Likewise, tacks, nails, staples or other attachments shall not be used.
- I. All items or materials must be removed promptly after an exhibit or event. Persons failing to promptly remove all items, including waste matter, will be billed by the Department for all staff time expended removing such items.
- J. No item may be leaned against exterior or interior walls, pillars, portraits, furnishings, staircases, or other feature of the any County facility, except as approved by the Director of the Department.
- K. The following are considered hazards, and shall not be brought into any County building:
 - 1. Storage of supplies, goods or materials.
 - 2. Any equipment, apparatus or machines which fail to comply with the local fire code, unless exempted.
 - 3. Any personal property if the operation of the personal property depends on utilizing the electrical or other utility service of a public building, or which interferes with the functioning of any electrical or mechanical building system, without the express permission of the Director of the Department.
 - 4. Skateboards, rollerblades/skates, bicycles, mopeds, motor bicycles or motorcycles,

except those owned by the County; or bicycles used for commuting purposes by County Employees.

- L. Notice is requested for all exhibits. Exhibits are permitted in public areas of County facilities subject to the following conditions:
 - 1. The County is not responsible for any damage, loss or theft of exhibits during the period of their installation, display or removal. No special security is provided for exhibits.
 - 2. Exhibitors shall bear all costs of assembling, mounting, displaying and removing exhibits, and of the clean-up and restoring of the space to its original condition. Clean up must be done the day of the Exhibit during hours the facility is open.
 - 3. All displays must be free-standing. Exhibits may not hang from walls or ceilings or be affixed to doors, windows, railings, or other building surfaces (except for standing on the floor). Exhibits on exterior facilities may not hang or be affixed to trees, shrubbery, or other plantings, statuary, monuments, fences, light fixtures, light wells or the exterior surfaces of the building.
 - 4. Requests for exhibit space must include a clear layout, scale drawing or sketch of the proposed exhibit, preferably as it will be displayed. The dimensions of the space required should be indicated, as well as the manner in which the exhibit will be mounted or displayed.
 - 5. Requests for exhibit space may be denied if they conflict with County uses or previously approved requests.
 - 6. Exhibits must be removed each night unless a permit is issued by the County for a long-term installation.

- M. No sound amplifying equipment may be used without the express written permission of the Director of the Department. The sound level may not interfere with the prime uses of the building.

- N. No person may use any County building after business hours, nor after it is locked and closed without the express written permission of the Department.

- O. To enhance security and public safety, security officers may do the following: packages, backpacks, purses, bags and briefcases suspected of concealing stolen items or contraband may be inspected. Items being brought into any County building may be inspected if there is a reasonable suspicion that they may be capable of destructive or disruptive uses within the building. All visitors to the Courthouse Complex without a County Identification Card must pass through security screening.

- P. Camping or sleeping overnight in or on any County facility is not allowed.

- Q. The sale, display or vending of commercial products or articles in any County facility is prohibited. Fundraising as part of a permitted exhibit may be allowed by written permission of the Director of the Department.

- R. Spontaneous events may occur in public areas only. Spontaneous events are not exempt from any provision of County Ordinances or this Policy, including, but not limited to, prohibitions against blocking ingress to or egress from any County building or any area within any

County building.

- S. Carrying firearms in any County building is a violation of criminal law, Wis. Stats. sec. 941.235, and County Ordinance (63.0165 et al.), with exceptions for certain law enforcement officers. All persons openly carrying any firearm in any County building will be asked to leave, regardless of licensure or permit.
- T. A person who refuses to adhere to conditions applicable to County facilities generally, or any specific condition as noted in this policy, is subject to immediate removal from the County facility at the discretion of the Department or the Sheriff's Office, in addition to any forfeitures or criminal penalties provided by law. Nothing contained herein shall be construed as limiting prosecution under any existing or future law.
- U. Note on Costs. The hosting of an event itself is free. Normal law enforcement and staffing levels at the Courthouse Complex allow for adequate monitoring and accommodation of most events. These normal law enforcement staffing and maintenance staffing levels do not "arise out of the event" and are not incurred by the County "due to the event." Therefore Section II.D. and II.E. shall not be interpreted to require anyone holding an event to pay for such regular and normal staffing costs. Also, most additional or excess law enforcement staffing arises from counter-rallies, or security for reactions against a speaker or group, for which the event holder cannot be charged as explicitly set forth in this policy. Therefore the vast majority of events will not be subject to any excess law enforcement or maintenance costs. Also, where persons holding lawful events provide sufficient trained event marshals or private security for crowd management no costs shall be charged unless the person requests and agrees to pay for specific additional police services. Historically advance charges have only been required (and notwithstanding anything else to the contrary herein shall only be required) where an event holder has failed to pay uncontested costs from one or more prior events. Event holders are entitled to a written explanation of costs upon request, and may appeal cost decisions under the procedure set forth in Section VI. As it pertains to constitutionally-protected activities, nothing in this policy shall be interpreted or applied as waiving any legal claim, right or defense, or from estopping a person engaged in constitutionally-protected activities from asserting the same in the event of a dispute before any court of competent jurisdiction.
- V. Events or Exhibits may not exceed the maximum occupancy allowed for each respective area, which can be found on the attached Appendix A.
- W. For each event or exhibit, the department may designate an area that the event must be limited to in order to ensure egress of all occupants. Any event exceeding the Egress Limits must be relocated outdoors.
- X. Events or Exhibits may be temporarily relocated to accommodate the secure transition of individuals under custody of Milwaukee County.

III. Conditions Governing the Public Areas of the Courthouse Complex: The Interior

The following conditions governing the use of the public areas of the Courthouse Complex apply specifically to general public use of the **interior** of the Courthouse Complex:

- A. **Hours of Operation:** Visiting hours for the public are from 8:00 a.m. to 5:00 p.m. Monday through Friday. When either the County Board or a County Board committee is in session prior to or following normal hours of operation, the building shall be open to the public 30 minutes before commencement of the session and closed 30 minutes after adjournment of the County Board or Circuit Courts. Working hours are considered to be 8:00 a.m. to 12:00 p.m., and 1:00 p.m. to 4:30 p.m. or until no County Board Committee or Circuit Court is in session, whichever is later. Events involving the production of a level of noise sufficient to disturb the primary functions of the Courthouse Complex, whether permitted or otherwise, shall be limited to non-working hours. Events occurring at other times shall be terminated if the volume of noise produced exceeds 90 decibels as measured at the source of the event, and may be terminated at lower levels if the noise disturbs the functions of the Courthouse Complex. When the County Board or County Board Committee is in session beyond normal hours of operation, the 9th Street entrance shall be used for entry and exit, except in the event of an emergency where all exits may be used.
- B. In case of a fire, bomb threat, utility malfunction, structural failure or other emergency or threat endangering public safety or health, the Department may lock the Courthouse Complex at any time and require that entrances be used only as a means of egress. No person shall enter or attempt to enter through an entrance which is closed pursuant to these conditions until the emergency is over.
- C. An event or exhibit shall not obstruct entrances or block traffic flow through the building by providing Access as defined in Section I.A.
- D. Moving the Courthouse Complex's furnishings, such as furniture, lighting, and paintings, by the organizers, conductors or participants at an event or exhibit is not permitted.
- E. Tables, displays, chairs, or other items shall not be dragged or rolled on the floors of the corridors or the floor of the rotunda. All legs must have a rubber base.
- F. Signs on hand sticks are not allowed inside the Courthouse Complex.
- G. Helium balloons are not allowed inside the Courthouse Complex.
- H. The following items are not allowed in the Courthouse Complex:
 - 1. Guns, including ammunition or replica weapons
 - 2. Flammable or Explosive Materials, including fireworks or gun-powder
 - 3. Sharp Objects, including scissors, razor blades, box cutters and all knives
 - 4. Tools, including hammers, drills, saws or crowbars, regardless of size

(unless authorized as a County Contractor)

5. Club-like items, including billy clubs, baseball bats, expandable batons or golf clubs
6. Disabling Chemicals, including mace, pepper spray, other chemical irritants and all bottles and cans.

(NOTE: Items listed in Section H above are provided as a guide only and is not all-inclusive. The Sheriff's Office may amend from time to time by posting restrictions at security checkpoints.)

- I. Animals are not allowed inside the Courthouse Complex building without the express written permission of the Director of the Department. Guide dogs may be used without permit when necessary to assist persons with disabilities in the Courthouse Complex building. The owner or person having the animal under his or her control shall be responsible for the guide dog. All visitors without a County Identification card are subject to security screening by the Sheriff's Office or its contractors.
- J. Any event that does not follow this policy may be limited or terminated by the Department with assistance by the Sheriff's office.
- K. Any event participants participating in an Unlawful Assembly, as defined by Wis. Stats. 947.06, will be removed by the Sheriff's Office.
- L. Any event that causes a breach in security (e.g. participants not going through standard security screening as required of other visitors) may trigger a lock down of the facility by the Sheriff's Office with assistance by the Department; with costs associated with the lock down being recovered from event participants.
- M. Spontaneous events, and events without notice, occurring in the interior of the Courthouse Complex shall not be terminated or redirected without cause. Event participants may be ordered by the Department or the Sheriff's Office to terminate the event or to redirect the event to the exterior of the Courthouse Complex building if participants: (1) interfere with entry into or exit from any space, or (2) interfere with the primary uses of the building, such as by creating a volume of noise that disrupts the work of the executive, judicial or legislative branches of government, or any committee thereof, or (3) otherwise violate any provision of County Ordinances, or (4) otherwise violate any provision of this Policy. Event participants may be held liable for any law enforcement or janitorial expenses actually incurred by the Department in the course of responding to or managing the spontaneous event, as set forth in paragraphs II D and II U of this policy. Nothing in this paragraph shall be construed as limiting the authority of the Department to manage the Courthouse Complex. **Intentional interference with the free speech rights of persons providing notice to use a space is strongly discouraged. Nothing in this paragraph shall be interpreted or applied as providing for recovery of costs against any person unless that person, or those acting under that person's control, by their own unlawful conduct caused a cost to be incurred by the County.**
- N. The display of any exhibit shall not be considered an endorsement of the exhibit by the County.

Requests for exhibit space may be denied if the display would conflict with the County's use of the facility, if the display's size is contrary to the interest of the public in the appearance of the Courthouse Complex, or if the content is inconsistent with the topics of other displays in the Courthouse Complex.

IV. Conditions Governing the Public Areas of the Courthouse Complex: The Exterior

The exterior of the Courthouse Complex includes Clas Park, the exterior walls and exterior surfaces of the buildings, the ground and first floor entrances, porches, and staircases, and the grounds.

Public use of the Courthouse Grounds for scheduled events or exhibits is subject to the following:

- A. Notice is requested for any event occurring on the Courthouse Grounds if the event organizer reasonably expects more than 100 persons to attend, or if the event organizer is requesting assistance from the County or the use of County equipment or county resources.
- B. Scheduled events or exhibits on the Courthouse Grounds shall occur between the hours of 8:00 a.m. and 8:00 p.m. on a daily basis, and shall at no time block any entrance or exit of the building, or impede free access to the building by its occupants or the public. When either County Board or Circuit Court is in session prior to 8:00 a.m. or after 8:00 p.m., the grounds shall be open.
- C. Defacing or damaging the Courthouse Grounds, including trees, shrubbery, flowers, lawns, sidewalks, fences, lighting fixtures, light wells, fire hydrants, benches, statues, monuments, plaques, and such subterranean features as are necessary for the maintenance and operation of the County (such as lawn sprinkler systems, sewer and water mains, electrical conduit, etc.), or any other feature in any manner is not allowed. Likewise, defacing or damaging the exterior walls and surfaces of the building, including the entrances, porches, and stair-cases, is prohibited.
- D. Stepping or climbing upon statues, monuments, fences, lighting fixtures, light wells, trees, or parts of the Courthouse Complex buildings not intended for such purposes is prohibited.
- E. Picketing and the distribution of literature (whether commercial or non-commercial) shall not impede or interfere with County business or public access to and use of the Courthouse. Individuals and organizations desiring to distribute commercial literature on the Courthouse Grounds must apply for a permit. Individuals distributing literature shall remove all discarded items from the grounds at the conclusion of their activity.
- F. Signs or banners shall not be driven into the ground nor shall they be supported in or by any tree, monument, or other structure affixed to the Courthouse Grounds. Signs or banners supported by freestanding devices may not be left unattended (i.e., an individual must be

stationed within two feet of a freestanding sign or banner at all times to prevent damage to the grounds, injury to individuals, and for security reasons).

- G. Tables and standing exhibits are not allowed without express written permission of the Director of the Department. Equipment or structures of any kind that are placed on the Courthouse Grounds in connection with an event or exhibit shall be entirely removed at the conclusion of the event or exhibit, or no later than the time set for closing of the grounds as set forth in Section IV-(B).
- H. No charges will be made to individuals or organizations solely for use of the Courthouse Grounds. This paragraph does not preclude charges for: police response or janitorial services as provided in J, below, or for the use of equipment or power, or cost of labor to set up, operate, and remove equipment. **(See rate sheet on page 32.)**
- I. Exhibits are not allowed in the paved driveways leading to the Courthouse entrances.
- J. Spontaneous events may occur on the Courthouse grounds. Event participants may be held liable for any law enforcement, janitorial or grounds crew expenses actually incurred by the County in the course of responding to or managing the spontaneous event as set forth in paragraphs II.D, II.E and II.U. Nothing in this paragraph shall be interpreted or applied as providing for recovery of costs against any person unless that person, or those acting under that person's control, by their own unlawful conduct caused a cost to be incurred by the County.
- K. Any event that does not follow this policy may be limited or terminated by the Department with assistance by the Sheriff's office.
- L. Any event participants participating in an Unlawful Assembly, as defined by Wis. Stats. 947.06, will be removed by the Sheriff's Office.
- M. Any event that causes a breach in security (e.g. participants not going through standard security screening as required of other visitors) may trigger a lock down of the facility by the Sheriff's Office with assistance by the Department; with costs associated with the lock down being recovered from event participants.
- N. An event or exhibit shall not obstruct entrances or block traffic flow through the building by providing Access as defined in Section I.A.

V. Scheduling Events and Exhibits

Notices to schedule events or exhibits in the public areas of County facilities shall be made to the Department.

Events that provide notice will receive priority over events where no notice is made. Notices from the public are processed on a first-come, first-served basis. Since the areas available for events and exhibits are limited and the demand is at times high, it is recommended, but not required, that notices be made at least one month in advance. In the case of exhibits, due to the length of time an exhibit may remain on display, additional lead time may be necessary to secure the desired space and date.

- A. Each notice shall be in writing and shall utilize the Facilities Use Notice form, which must be signed. A copy of the form is found at the end of this policy manual. A link for the form can be found at Milwaukee County DAS-Facilities Division website.
- B. Equipment for an event is not available from the County.
- C. By using County facilities for an event or to display an exhibit, the Organizer agrees that such Organizer has read, understood, and will abide by the ordinances, rules and policies of Milwaukee County governing the use of County facilities including this Policy; that the Organizer is responsible for damages incurred as a result of Organizer's event or exhibit; that the applicant will either restore or pay to have restored the area used for Organizer's event or exhibit to the condition that existed prior to Organizer's use; and that applicant will indemnify and hold harmless Milwaukee County for any damage or loss the County incurs arising out of Organizer's use of any County facility. Any Organizer that fails to abide by the terms of this agreement will not be permitted to schedule a future event or exhibit until the outstanding obligations have been fully satisfied. Nothing in this paragraph shall be interpreted or applied as providing for recovery of costs against any person unless that person, or those acting under that person's control, by their own unlawful conduct caused a cost to be incurred by the County.
- D. All food and drink items to be served must be identified in the notice, and must be specifically approved. Food and drink which is red in color (e.g. wine, beets, etc.) will not be approved, due to the potential of these foods to stain surfaces.
- E. In order to avoid disruption to the business of the Courthouse Complex, notice for events occurring in the Courthouse Complex buildings on working days which are expected to produce a substantial volume of noise, should be between 12:00 p.m. to 1:00 p.m. and from 4:30 p.m. to no later than 15 minutes prior to the close of the Courthouse Complex.
- F. Events and exhibits at the Courthouse Complex may not be used to solicit the sale of goods or services, except for fundraising events for charitable organizations as part of a permitted exhibit.

VI. EVENT DECISIONS AND APPEALS

Milwaukee County follows a Negotiated Management model which encourages cooperation between event and exhibit organizers and County officials to ensure the safety of all participants. In order for this model to work, event and exhibit organizers should provide notice to Milwaukee County as soon as possible so that a plan can be put together that is mutually agreeable to all parties. Groups that provide notice will be given priority over those that do not. An event or exhibit may be limited or terminated by Milwaukee County if:

1. The event or exhibit conflicts with a previously noticed event or exhibit.
2. The event or exhibit would interfere with the primary purposes of the building.
3. The event or exhibit poses a substantial risk of financial loss to the County. Please note: a substantial risk of financial loss means a failure to pay previous uncontested invoices from the County for costs incurred due to an event organized by the same person or persons, whether under the same name or another name, and whether the event was spontaneous or otherwise.
4. The event or exhibit does not identify an event or exhibit organizer who is legally competent to contract and to sue or be sued.
5. The event or exhibit includes a notice that contains a material falsehood or misrepresentation.
6. The event or exhibit conflicts with planned programs organized and conducted by the Department, a County agency, or a County official, which has been previously scheduled for the same time and place.
7. The event or exhibit organizer, or other representative, has made material misrepresentations regarding the nature or scope of an event or exhibit on prior occasions; has violated the terms of prior events or exhibits; has violated any applicable ordinance or law in the course of a previous event or exhibit, whether permitted or otherwise; or has failed to pay any uncontested invoice arising out of any previous event of the user, whether permitted or otherwise.
8. The event or exhibit would present an unreasonable danger to the health or safety of the user or other user of the facility, including County employees and the general public.
9. The event or exhibit involves activity that is prohibited by law, by this Policy, or by applicable portions of County Ordinances or State Statutes.

In limiting or terminating an event, Milwaukee County shall observe the following:

- A. Events or Exhibits may not be terminated or limited on the basis of the content of the speech, the event or the exhibit.
- B. Decisions on terminating or limiting an event will be made without discrimination on the basis of age, race, creed, color, handicap, marital status, sex, sexual orientation, national origin, ancestry, arrest or conviction record, religion, political affiliation or any other category that implicates content-based discrimination.

If a person or organization is aggrieved by a decision of the Department staff, an appeal may be taken to the Director of the Department within three (3) business days of that decision. The appeal shall be in writing, stating the basis of the appeal and the relief sought, and attaching any relevant information or documents. The Director of the Department may deny an appeal, grant an appeal, or grant an appeal subject to conditions consistent with this Policy. Appeal decisions by the Director of the Department shall be in writing and shall be made within three (3) business days. Appeals not granted by the Director of the Department are deemed denied.

Judicial review from any decision by the Director of the Department may be sought under the Wisconsin Statutes.

In the event that any court of competent jurisdiction concludes that any portion of this Policy is unconstitutional or otherwise unlawful, only so much of the Policy as is unconstitutional or unlawful shall be enjoined; the remainder shall remain in full force and effect.

GENERAL INFORMATION FOR THE COURTHOUSE COMPLEX

COURTHOUSE COMPLEX Hours

The Courthouse Complex buildings are open from: Monday through Friday 8:00 a.m. – 5:00 p.m.

Scheduling Events and Exhibits

All events or exhibits in the public areas of County facilities are scheduled through:

Facilities Maintenance Manager
Milwaukee County Courthouse
901 N. 9th Street, Room G1
Milwaukee, Wisconsin 53233
Office: 414-278-5056
Fax: 414-278-4038

As noted in Section V of the Policy, groups are encouraged to schedule their events early. For best results, plan to schedule as far in advance as possible.

Liability Insurance & Bonds

As explained in Sections II.D through II.F of this Policy, any individual or organization using any County facility, including, the Courthouse Complex and Courthouse Grounds will be responsible for all suits, damages, claims, or liabilities due to personal injury or damage to or loss of property and for the cost of any damages incurred as a result of its event or exhibit. While it is not generally required, it is strongly recommended that the Event Organizer of Courthouse Complex events or exhibits obtain liability insurance. Many state and national organizations already carry such policies. Policies can also be obtained at a reasonable cost from most insurance agents. The Department reserves the right to require liability insurance, and a bond for clean-up and security overtime costs for any commercial event.

Persons with Disabilities

Handicap accessible entrances are available at the 10th Street and 9th Street Entrances. Doors are opened automatically. Handicapped parking spaces are available at the MacArthur Parking Garage adjacent to and east of the Courthouse. In the event of an emergency which causes the closing of one or more entrances to the Courthouse Complex, the 9th Street entrance will be the designated handicap accessible entrance.

If you anticipate that a large number of persons with disabilities will attend your event, please discuss this matter with the Department, so that arrangements can be made to accommodate participants. Every effort should be made to assure that all persons with disabilities have access to and can participate in your event.

Rest Rooms

Public rest rooms are located on each floor of the Courthouse.

Tours

If you wish to have a tour of the Courthouse you may book the tour(s) at:

Facilities Maintenance Manager
Milwaukee County Courthouse
901 N. 9th Street, Room G1
Milwaukee, Wisconsin 53233
Office: 414-278-5056
Fax: 414-278-4038

Tours should be booked well in advance as tours are scheduled on a first-come, first-served basis.

Safety

One of the primary reasons for the Policy is safety:

- Safety of the participants attending your event or exhibit.
- Safety of other Courthouse Complex visitors.
- Safety of individuals conducting public business in the Courthouse Complex.

Whatever the size of your event, consider appointing assistants or marshals to ensure that your event is safe and accident-free. Please consult with the Department regarding your possible or planned use of assistants or marshals. Assistants or marshals may:

- See that cords, ropes, plastic, posters, and sticks are not placed in walkways or areas where people could slip or trip.
- See that Courthouse Complex entrances and exits are kept clear.
- Assist in medical emergencies or other life-threatening situations.

EMERGENCIES

Medical

The Courthouse Complex is not staffed or equipped to provide medical services. In the event of a medical emergency a person on the scene should call 911 for assistance. Note: cell phone effectiveness in the Courthouse Complex is variable. Persons planning large events should develop a protocol for responding to medical emergencies, and should share that protocol with the Department and Sheriff's Office. When planning a medical response protocol please note landmarks in the building and which current displays or exhibits are associated with particular entrances. While in the Courthouse Complex it is very easy to become disoriented.

Tornado

In the event of a Tornado Warning visitors to the Courthouse Complex should seek shelter in the ground floor of the building. Capacity on the basement level is limited. It may be necessary for some persons to seek shelter in the hallways of the ground floor in the event that the basement is filled to capacity.

Fire

In the event of a fire all persons should seek the nearest exit on the ground floor or the first floor of the building. All doorways open outwards in the event of a fire.

Emergency Phone Numbers

Fire, Police, Sherriff and Ambulance: 911

IF DIALING FROM A COUNTY PHONE, DIAL 9 FIRST

EXHIBITS AT THE COURTHOUSE COMPLEX

Exhibitors' Instructions

Please review the entire Policy and note sections pertaining to exhibits in your proposed display area. On the day of your exhibit, report to the Department: Facilities Division (Room G-1) before setting up your exhibit or before bringing any materials into the building.

Exhibit Design

When designing an exhibit, please consider its appropriateness. Families with children are often mandated to attend court hearings or other functions and must pass through public areas to reach their destination.

The Department of Administration Services reserves the right to limit the size of any exhibit. Space will be reserved for other exhibits, as well as for aesthetic reasons. When designing an exhibit, please keep persons with disabilities in mind:

- Does the exhibit have a baseboard that the visually-impaired can locate with a cane?
- Can mobility-impaired individuals navigate around the exhibit?

Protecting Surfaces

Exhibitors may not place any item on or lean any item against any wood or other painted surface other than the floor or tables set up specifically for this purpose. No adhesives of any kind may be used to attach or suspend any exhibit from any surface.

NOTE: Exhibitors will be charged all costs involved in repairing decorative painted surfaces they damage.

Parking

No parking is available for exhibitors. Exhibitors may load or unload exhibits through the 10th Street entrance. Exhibits assigned to the Rotunda should be transported to that floor via a freight elevator. See the Department – Facilities Division for specific instructions on use of the freight elevator.

EVENTS, RALLIES, AND PROTESTS AT THE COURTHOUSE COMPLEX

Events on Courthouse Grounds

Rallies, protests, and demonstrations, or partisan political events are usually held outdoors at Clas Park (Wells Street Courtyard). The Courthouse itself serves as a dramatic backdrop for the event and serves as the largest open area on the Courthouse Grounds. Speaker's platforms may be erected when requested and approved as part of a notice. Please contact the Department – Facilities Division for further information

Events in the Rotunda

The Courthouse Complex is not an exhibit or convention center and the space is not equipped for a large number of exhibits or facilities for preparing or serving food to large numbers of people.

Programs, news conferences, etc., may be held in the First Floor Rotunda. The First Floor Rotunda can seat a maximum of 100 in a 10 seat wide, 10 rows deep arrangement. Chairs cannot impinge on the aisles. Chairs are not available through the County and would need to be provided by event organizer.

The Rotunda serves as the connector to the corridors leading to the two wings of the building. Hundreds of Courthouse Complex workers and visitors pass through the Rotunda during weekdays. This means that passageways through the Rotunda must be kept clear at all times and events may not completely fill the Rotunda at any time.

In summary, the Rotunda corridors and first floor corridors do not work well for large groups or large events, but may be appropriate and work well for small groups and short events.

Due to life-safety regulations, access to offices and exit doors need to be kept clear. Also, to protect the decorative painted surfaces, there are a limited number of tables and chairs that can be placed in the hall.

Please pay attention to the following requirements when planning your event:

1. No use of the Rotundas or corridors can disrupt building functions. For safety reasons, the **number of event guests will be limited** by the need to prevent passageways from becoming blocked and to maintain unobstructed circulation through the building. Please have an ample number of volunteers, marshals, or coordinators assigned to monitor and ensure that all passageways remain clear.
2. All decorations or other items must be freestanding and cannot be attached to or leaned against any wall or other feature of the Courthouse Complex except the floor.
3. No signs or announcements may be posted on any surface of the Courthouse Complex (County Ordinance 23.06). Stanchions or easels can be used for such signage. One sign may be placed at the ground floor information desk and an event sign may be placed on an easel in the hall where the event is taking place, identifying the event.
4. None of the Courthouse Complex's furnishings may be moved. Also, nothing may be dragged over the marble floors. All equipment must be carried into the Rotunda or moved on carts approved by the Department – Facilities Division.

5. Since there is no way to confine noise to the Rotundas or corridors, an effort should be made to keep sound levels as low as possible. Because of the disruption to visitors and to the tenants of the Courthouse Complex, sound systems can be used in the Rotunda only at low levels.
6. No helium balloons, candles, bubbles, or any other item that could be harmful to the Courthouse Complex may be used.
7. No food or beverages may be served unless special permission is granted by the Department. If food or beverages are served, the Event Organizer must see that the food and beverages are kept in the service area and not carried throughout the Courthouse Complex.
8. If chairs or other equipment are required for the event, they are not available through the County and must be provided by the event organizer.

Parking

Parking can be a major barrier to events around the Courthouse Complex. Although there is metered parking on many streets in the vicinity of the Courthouse Complex, it is not adequate to handle the number of individuals who desire to park close to the Courthouse Complex. There are several parking ramps in downtown Milwaukee. A map is available at: <http://www.parkmilwaukee.com/>.

Bus Parking

Contact the Department – Facilities Division to enquire about obtaining parking for buses. A limited amount of space on streets adjacent to the Courthouse Complex can be made available with adequate advance notice.

Signs & Decorations

EXTERIOR

Banners, posters, signs, or decorations cannot be attached to the building or any of the shrubs, trees, monuments, fences, grates, or other features on the Courthouse Grounds. Nor can any posters, signs, or other items be driven into the ground.

INTERIOR

As noted in the Policy, signs on sticks cannot be brought into the Courthouse Complex. Helium balloons are also not allowed inside the Courthouse Complex.

Often in conjunction with an event or demonstration, participants want to enter the Courthouse Complex to meet with or lobby County officials, or attend a County Board session or committee meetings. These groups often want a visual means to identify their group or want to be identified as supporting or opposing a specific cause or issue. It is suggested that these individuals wear ribbons, buttons, or stickers on their clothing. One event directional sign, not exceeding 8" x 10", may be placed by the Courthouse Information Desk. One sign may also be placed on an easel to identify the entrance to the event.

CUSTODIAL RATE SHEET

The event or exhibit organizer will be billed for custodial service to clean the area of the event or exhibit, only to the extent not cleaned by the event or exhibit organizer, at the following rates.

WEEKDAY RATE The average hourly wage and benefits for the needed employee classification (custodial, etc.)	\$75/hour
WEEKEND RATE The average hourly wage and benefits as above, with any applicable overtime rates applied.	\$125/hour
HOLIDAY RATE The average hourly wage and benefits as above, with any applicable Holiday Rates applied.	\$125/hour

REFERENCES

Significant portions of this document have been adopted from the following documents. A change to these documents shall not constitute a change to this Policy.

State Facilities Access Policy, State of Wisconsin, *available at*
[http://doa.wi.gov/Documents/Capitol%20PD/Wisconsin%20State%20Facilities%20Access%20Police%20d
ocview.pdf](http://doa.wi.gov/Documents/Capitol%20PD/Wisconsin%20State%20Facilities%20Access%20Police%20d%20ocview.pdf)

Effective measures and best practices to ensure the promotion and protection of human rights in the context of peaceful protests, Report of the United Nations High Commissioner for Human Rights (Jan. 21, 2013)., *available at*
<http://www.ohchr.org/documents/hrbodies/hrcouncil/regularsession/session22/a.hrc.22.28.pdf>

APPENDIX A

NOTE: Egress Limits often fluctuate based on maintenance issues or other occupancy uses. To the extent there is a conflict between a posted occupancy limit and the Egress Limits listed below, the posted occupancy limits shall control.

THIS POLICY SHALL APPLY TO THE FOLLOWING BUILDINGS:

Building	Egress Limit (# of people)
MILWAUKEE COUNTY COURTHOUSE 901 N. 9th Street Milwaukee, Wisconsin 53233	Basement: 20 Ground Floor: 254 First Floor: 143 All other floors: Under Review; Temporarily 100
Safety Building 821 W State Street Milwaukee, Wisconsin 53233	Ground Floor: 46 First Floor: 101 Second Floor: 96 Third Floor – 101 Fourth Floor – 90 District Attorney’s Lobby - 27
Children’s Court 10201 Watertown Plank Road Wauwatosa, Wisconsin 53226	Under Review; Temporarily 100
Marcia Coggs Human Services Center 1220 W. Vliet Street, Milwaukee, WI 53205	All Floors: Under Review; Temporarily 100
Milwaukee County Fleet Buildings (including): 10320 Watertown Plank Road Wauwatosa, Wisconsin 53226	All Floors: Under Review; Temporarily 50
Milwaukee County Medical Examiner – Non-secured Areas 933 W Highland Ave Milwaukee, WI 53233	All Floors: Under Review; Temporarily 50
Criminal Justice Facility – Non-secured Secured Areas 949 N 9 th St. Milwaukee, Wisconsin 53233	All Floors: Under Review; Temporarily 50

NOTE: No exhibits or events are allowed on the first floor because the entire 1st floor area is an egress.

Behavioral Health Division – Non-Patient Areas All Floors: Under Review; Temporarily 100
9201 & 9455 W Watertown Plank Rd.
Wauwatosa, Wisconsin 53226

Parks Administrative Building Under Review, Temporarily 50
9480 Watertown Plank Rd.
Wauwatosa, Wisconsin 53226

Milwaukee County Parks and Pavilions (Only in areas Varies
not covered by rental and permit fees; and not
covered by a private lease to a 3rd party)

THIS POLICY SHALL NOT APPLY TO THE FOLLOWING SECURE FACILITIES

Criminal Justice Facility – Secured Areas
949 N 9th St.
Milwaukee, Wisconsin 53233

House of Corrections
885 S 68th St.
Franklin, WI 53132

General Mitchell Airport 5300 South Howell Avenue Milwaukee, WI 53207	Timmerman Airport 9305 W Appleton Ave. Milwaukee, WI 53225
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Milwaukee County Medical Examiner – Secured Areas
933 W Highland Ave
Milwaukee, WI 53233

Behavioral Health Division – Patient Areas
9201 & 9455 W Watertown Plan Rd.
Wauwatosa, Wisconsin 53226

NOTE: No exhibits or events in the skywalk attached to the Courthouse as it is required to be clear for egress purposes.

THIS POLICY SHALL APPLY ONLY TO THE NON-ADMISSION AND NON-RENTAL BASED AREAS OF THE FOLLOWING FACILITIES (and subject to private leases and tenant rules):

Milwaukee County Parks Pavilions and Picnic Areas

Milwaukee Public Museum
800 West Wells Street
Milwaukee, WI 53233

Marcus Center for the Performing Arts
929 N Water St.
Milwaukee, WI 53202

Charles Allis Art Museum
1801 N Prospect Ave.
Milwaukee, WI 53202

Villa Terrace Decorative Arts Museum
2220 N Terrace Ave.
Milwaukee, WI 53202

Milwaukee County War Memorial
750 N Lincoln Memorial Drive
Milwaukee, WI 53202

Milwaukee County Zoo
10001 West Bluemound Road
Milwaukee, WI 53226

CATC
9501 W Watertown Plan Road
Wauwatosa, WI 53226

Milwaukee County Transit System Facilities (including):
1942 N 17th Street
Milwaukee, WI 53205

THIS POLICY DOES NOT APPLY TO SPACE LEASED BY MILWAUKEE COUNTY.

APPENDIX B

Wis. Stats. 947.06 (as of 12/19/14)

947.06 Unlawful assemblies and their suppression.

947.06(1)(1) Sheriffs, their undersheriffs and deputies, constables, marshals and police officers have a duty to suppress unlawful assemblies within their jurisdiction. For that reason they may order all persons who are part of an assembly to disperse. An "unlawful assembly" is an assembly which consists of 3 or more persons and which causes such a disturbance of public order that it is reasonable to believe that the assembly will cause injury to persons or damage to property unless it is immediately dispersed.

947.06(2) (2) An "unlawful assembly" includes an assembly of persons who assemble for the purpose of blocking or obstructing the lawful use by any other person, or persons of any private or public thoroughfares, property or of any positions of access or exit to or from any private or public building, or dwelling place, or any portion thereof and which assembly does in fact so block or obstruct the lawful use by any other person, or persons of any such private or public thoroughfares, property or any position of access or exit to or from any private or public building, or dwelling place, or any portion thereof.

947.06(3) (3) Whoever intentionally fails or refuses to withdraw from an unlawful assembly which the person knows has been ordered to disperse is guilty of a Class A misdemeanor.

947.06(4) (4) Whoever causes, attempts to cause, or participates in an unlawful assembly upon any property of a public institution of higher education or upon any highway abutting on such property, is punishable under sub. (3) if he or she fails to withdraw from the assembly promptly upon issuance of an order to disperse, if such order is given in such manner that such person can reasonably be expected to hear or read such order.

947.06(5) (5) Whoever, being employed in any capacity by or enrolled as a student in the institution, is convicted under subs. (1) to (4) may be sentenced additionally or alternatively to not to exceed 6 months suspension without pay from his or her employment by the institution if an employee, or suspension from enrollment in the institution if a student, or both if both an employee and a student. If the suspension is thus imposed, the institution shall not thereafter impose any other discipline upon the person for his or her connection with the unlawful assembly. Any period of suspension from employment by or enrollment in the institution already served shall be deducted by the court in imposing this sentence. Any period of imprisonment, whether or not the person is authorized under s. 303.08 to continue as an employee or student while imprisoned, shall count as a period of suspension from employment or enrollment or both hereunder.



COURTHOUSE COMPLEX EVENT/EXHIBIT NOTICE

Facilities Maintenance Manager
Milwaukee County Courthouse
901 N. 9th Street, Room G1
Milwaukee, Wisconsin 53233
Office: 414-278-5056
Fax: 414-278-4038

Name of Event or Exhibit: _____

Event or Exhibit Organizer:

Name: _____

Company: _____

Email: _____

Cell Phone - Voice: _____

Cell Phone – Text: _____

Purpose of Event or Exhibit: _____

Place of Event or Exhibit: _____

Date of Event or Exhibit: _____

Time of Event or Exhibit: _____

Approx. # of Participants: _____

If a march is to be held please attach a map of the proposed route.

I certify that the above information is accurate and agree to the terms of the Milwaukee County Facility Access Policy.

Signature of Event Organizer

Date



COURTHOUSE COMPLEX FACILITY ACCESS SUMMARY

1. Entrances to the Courthouse Complex shall remain open during normal business hours for access by the public. One or more entrances may be temporarily closed because of staff limitations. Entrances shall not be closed during normal business hours except in the event of an ongoing threat to safety of people in the Courthouse Complex or Courthouse Grounds.
2. Event Organizers should notify Milwaukee County of an Event or Exhibit so we can work with them to ensure a safe event. Notice Forms are in Room G-1.
3. Peaceful Events and exhibits can take place in public areas (i.e. Rotunda, Hallways and Outdoors), but not offices.
4. Events must take place during normal business hours which are 8:00 am – 5:00 pm M-F in the Courthouse Complex, and 8:00 am – 8:00 pm daily on the Courthouse Grounds.
5. Any event that is larger than the egress capacity (which is 143 for the Rotunda) must be moved outdoors. To the extent egress capacity is posted, the posting shall control.
6. All event participants coming into the Courthouse Complex must go through Security.
7. A six foot wide (or greater) pathway for egress must be maintained at all times. The Department of Administrative Services – Facilities, may set up a designated area for Events and Exhibits to ensure egress of all occupants.
8. Events cannot interfere with the business of other Courthouse Complex Users, including a limitation on noise.
9. Any event that does not follow this Policy may be limited or terminated by the Department with assistance by the Sheriff's office.
10. For each Event or Exhibit, the County may designate an area that the event must be limited to in order to ensure egress of all occupants.
11. Any event participants participating in an Unlawful Assembly, as defined by Wis. Stats. 947.06, will be removed by the Sheriff's Office.
12. Any event that causes a breach in security (e.g. participants not going through standard security screening as required of other visitors) may trigger a lockout or lockdown of the facility by the Sheriff's Office, with costs associated with the lock down being recovered from event participants and organizers.

This notice is a summary and the Milwaukee County's Facility Access Policy ("Policy"). The full Policy should be consulted. Copies of the Policy and Notice Forms are available on the County's website or in room G-1. Those participating in and organizing an event or exhibit agree to the terms and conditions of the Policy, including liability and indemnification provisions. *Effective 12/19/14.*