

# Madison Municipal Building Rules and Policies

## RULES

The Department of Planning and Development has been designated the managing authority for the building. Any appeals of rules, policies, or decision must be made to the Mayor.

- Building office and conference room space is limited to City agencies, postal service, and duly constituted City boards, commission, and committees.
- Blocking of doorways or workspace that impedes people from working or doing business in any area is prohibited.
- Amplifiers or other noise-making devices which tend to distract building occupants during business hours are prohibited.
- Office/work space partitions are not to be moved except by building maintenance staff upon approval of Facilities Services Manager.
- Animals are not allowed inside the building, except those assisting the blind.
- Placards, signs, or other devices shall not be placed on walls, door, or floors in common spaces without prior approval of the Facilities Services Manager.
- Space heaters are not allowed unless approved by the Facilities Services Manager.
- The Mayor may designate a police agency to cordon off areas and require passes to enter, when circumstances warrant.
- The City Police Department is appointed to enforce security in the building and on the grounds. The Mayor will determine rules and policies to be enforced.
- Alcoholic beverages are prohibited in the building.
- Communication installations or changes require approval of the Facilities Services Manager. Plans should be submitted in advance.
- Cellophane tape, glue, or staples shall not be used to hang objects on building walls, partitions, or doors.
- Nothing may be hung from the ceiling or on the walls without permission from the Facilities Services Manager. Tack boards or bulletin boards will be installed upon request, if supplied.
- Soliciting or selling is not permitted in the building.
- Parking stalls reserved for City use shall be used per parking lot signs.
- Carpeting: Requests for carpet changes within the building must be directed to the City Architect.
- Draperies and Blinds: The Inspection Unit will install or replace drapes and blinds when needed and will be responsible for the cost of installations and cleaning.
- Paint: All requests for painting are to be directed to the Facilities Services Manager. All color schemes are subject to approval by the City Architect.
- Bicycles: are not allowed in the building.
- Motorized Vehicles: are not allowed on the loading dock.
- Coffee pots and other kitchen appliances are to be located at kitchenettes only. At offices without a kitchenette, coffee pots and other kitchen appliances may not be used without prior approval of the Facilities Services Manager.

## **POLICIES**

### **Address of Building**

---

215 Martin Luther King Jr. Boulevard, 53703

### **Corridor and Lobby Use**

---

Chairs, benches, and other furniture shall be per original plans or as approved by the Department of Planning and Development.

### **Building Hours:**

---

#### **Entrance**

Martin Luther King, Jr. Blvd.  
Doty Street

#### **Weekdays & Saturday**

6 a.m. to 5:15 p.m., 7:30 a.m. to 12:15 p.m.  
6 a.m. to 5:15 p.m., 7:30 a.m. to 12:15 p.m.

Building will be closed on Sunday and Holidays.

### **Flag Display**

---

U.S. Flag will be half-mast only on declaration of national mourning by President; State Flag will be half-mast on declaration of mourning by Governor; and City Flag will be half-mast on declaration of mourning by Mayor.

### **Lobby and Common Space**

---

Use of floor space and walls in lobby and common space for displays is subject to approval by the Inspection Unit.

### **Remodeling**

---

All remodeling and structure changes require approval of the Department of Planning and Development. Plans are required.

### **Reservations**

---

Conference room reservations are to be made with department controlling the space.