

Regulation

I. Room Availability

Rooms

Rooms available for usage by community groups and organizations include meeting rooms and technology labs in Cedar Falls, Clear Lake, and Marshalltown; classrooms and meeting rooms at instructional facilities; gymnasium and swimming pool at River Hills; and swimming pool at Marshalltown.

Times

Rooms are available for usage by community groups and organizations from 6:00 a.m. to 10:00 p.m. Mondays through Fridays, and on Saturdays from 8:00 a.m. to 5:00 p.m. Special arrangements need to be made for Saturday meetings as the building is normally locked and there is no custodial staff available.

Scheduling room usage for activities that require AEA personnel to be present outside normal AEA business hours may be arranged at additional cost to cover the cost of required personnel.

Scheduling beyond these hours will require special permission and may include an additional fee for operations expenses.

II. Priorities/Scheduling/Fees

A. Priorities, scheduling, and fees for room use will be as follows:

1. Central Rivers AEA
 - a. AEA staff may schedule rooms anytime for the following school year.
 - b. The fee schedule does not apply to AEA staff.
2. Central Rivers AEA public and approved non-public schools:
 - a. May schedule rooms anytime within three months of the scheduled event.
 - b. If desiring to schedule more than three months prior to the event, it will be necessary to contact the person identified in III-C.
 - c. The fee schedule does not apply.
 - d. Central Rivers AEA reserves the right to require a change of venue for outside party bookings up-to 30 days prior to the event.
3. Other education-related organizations, institutions or parent groups, and agencies or organizations serving persons with disabilities and other human service or governmental agencies whose event directly benefits the Agency or the schools and children it serves.

- a. Organizations in this category may schedule rooms within three months of the scheduled event.
 - a. b. The fee schedule does not apply to these organizations unless tuition or other fees are charged to those attending the event.
 - c. Central Rivers AEA reserves the right to require a change of venue for outside party bookings up-to 30 days prior to the event.
 - 4. Colleges and Universities for classes (that are not administrated by the Agency)
 - a. Colleges and Universities may schedule rooms within three months of the scheduled event.
 - b. If desiring to schedule more than three months prior to the event, it will be necessary to contact the person identified in III-C.
 - c. The fee schedule does not apply to Colleges and Universities for classes unless tuition or other fees are charged to those attending.
 - d. Central Rivers AEA reserves the right to require a change of venue for outside party bookings up-to 30 days prior to the event.
 - 5. Non-profit or civic organizations whose scheduled event does not directly benefit the Agency or the schools and children it serves.
 - a. Organizations in this category may schedule rooms within three months of the scheduled event.
 - b. The fee schedule will apply to listed organizations.
 - c. Central Rivers AEA reserves the right to require a change of venue for outside party bookings up-to 30 days prior to the event.
- B. Rooms are not available to following groups (other limitations and restrictions not listed may also apply):
- 1. Fund-raising events (unless such activities will benefit the Agency or students within Central Rivers AEA).
 - 2. Private vendors selling or promoting products for profit.
 - 3. Political parties.*
 - 4. Gymnasiums are not available for dances or athletic activities.
 - 5. Private parties or receptions, etc.

*Does not include non-partisan community meetings, i.e., legislative forums open to the public. Caucus meetings are allowed per Iowa Code:

43.93 PLACE OF HOLDING CAUCUS. Each precinct caucus shall be held in a building which is publicly owned or is suitable for and from time to time made available for holding public meetings wherever it is possible to do so. Upon the application of the county chairperson, the person having control of a building supported by taxation under the laws of this state shall make available the space necessary to conduct the caucus without charge during presidential election years and at a charge not greater than that made for its use by other groups

during other years. When using public buildings, the county chairpersons shall cooperate to attempt the collocation of the caucuses.

- C. The Chief Administrator or designee shall have the authority to schedule or re-assign meeting rooms in consultation with requestors and in keeping with the Agency's mission of service.

III. Procedures to Schedule a Room

- A. For rooms in Cedar Falls, Clear Lake, and Marshalltown Conference Centers:
 - 1. For those with a Room Management System account, go to the Central Rivers AEA website and make reservations on-line.
 - 2. For those without a Room Management System account, call the contact person on the list below to make arrangements to set up an account. Then follow directions in option 1 above.
 - 3. After receiving an electronic reservation on the Room Management System, an AEA scheduler will send a confirmation by e-mail.
- B. For all other AEA facilities (Swimming Pools, River Hills):

Call the appropriate facility contact person (as shown below) to schedule an AEA facility. The reservation will not be complete until a Reservation Form has been completed and returned to the contact person.
- C. Contact Persons

Cedar Falls Conference Center:	Receptionist – 319-273-8200
Clear Lake Conference Center:	Receptionist– 641-329-4200
Marshalltown Conference Center:	Admin. Secretary – 641-844-2485 or Admin Asst – 641-844-2492
Marshalltown Swimming Pool:	Spec Ed Secretary – 641-844-2400
River Hills School:	Admin Secretary – 319-268-7775
River Hills Swimming Pool:	Admin Secretary – 319-268-7775

IV. Facility Use Guidelines

- A. Most meeting rooms are equipped with an overhead projector and screen. If additional equipment is needed, or to verify equipment availability, call the site contact person for information.
- B. No tape or tacks should be placed on any of the wall surfaces. These should be placed on the tack boards which have been placed there for that purpose.
- C. Food and drink are allowed in the meeting. However, if there are any spills, notify the Receptionist immediately. Clean-up materials are located in the drawers of cabinets in each room.
- D. There should be no open flames (e.g. candles) at any time in the meeting or other places within the building.

- E. If food is served as part of the function, please place all paper cups, napkins, etc., in the wastepaper baskets when the meeting is over. Please unplug and wash all coffee pots and return them to the supply cabinet.
- F. Our heating/cooling systems are programmed for a night setback. If you are using the room during the evening or weekend, you can re-establish the daytime settings by pressing the button on the thermostat. If you have concerns about the temperature control during the workday, contact the building receptionist for assistance.
- G. All meeting room doors are fire doors and must be kept closed at all times.
- H. If you have a meeting scheduled and do not plan to use it, please cancel use of the room on the AEA website or contact the facility contact person.
- I. If special accommodations are needed, contact the receptionist to discuss arrangements.
- J. For any event with student participants, adult supervision is required in all areas at all times.
- K. Follow any regulations unique to any facility.
- L. Make the following announcements to participants:
 - 1. Location of restrooms.
 - 2. Public telephone located in lobby.
 - 3. No alcoholic beverages anywhere on AEA property.
 - 4. No smoking anywhere on AEA property.
- M. A kitchen is available to assist with preparation, storing, and serving food and beverages. The kitchen should be reserved when room reservations are made.
- N. A certificate of insurance (\$1 million) is required for usage of swimming pools.
- O. Emergency contacts:

<i>Cedar Falls</i>	<i>Cell</i>
Gus Delamore	319-231-3340
Sam Miller	319-383-8132

<i>Clear Lake</i>	
Skyler Wood	641-430-8994
Amber Dietz	319-215-6996

<i>Marshalltown</i>	
Jen Sigrist	515-537-7667
Carolyn Wanatee	641-351-5007

Fee Schedule unless otherwise specified

Room	0-50 Participants	50+ Participants
Large Meeting Rooms	\$30	\$50
Small Meeting Rooms	\$15	NA
Classrooms	\$15	\$25
Gymnasium or Cafeteria	\$30	\$50
No admission fee		
With admission fee	\$40	\$60
Swimming Pool River Hills		
No admission fee	\$25 per hour	\$45 per hour
With admission fee	\$40 per hour	\$60 per hour
Swimming Pool Marshalltown		
No admission fee	\$25 per hour	\$45 per hour
With admission fee	\$40 per hour	\$60 per hour
Kitchen	\$10	\$15
Technology Classrooms	\$75	\$75
Equipment set-up fee	\$30	\$30
After hours/weekend hourly rate for Custodial assistance	\$30	\$30
After hours/weekend hourly rate for Technical assistance	\$30 per hour 2 hour minimum	\$30 per hour 2 hour minimum
On-call Technical support	\$30 per hour 1 hour minimum	\$30 per hour 1 hour minimum

