

Regulation

I. Room Availability

A. Rooms

Rooms available for usage by community groups and organizations (as defined below) include meeting rooms in Cedar Falls, Clear Lake, and Marshalltown; classrooms and meeting rooms at instructional facilities-and swimming pool at Marshalltown.

B. Times

1. 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.
2. 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.
3. Scheduling beyond these hours will require special permission and may include an additional fee for operations expenses.

II. Priorities/Scheduling/Fees

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

1. Central Rivers AEA and Department of Education
 - a) AEA staff may schedule rooms anytime for the following school year.
 - b) The fee schedule does not apply to AEA staff who are working as a representative of Central Rivers AEA
 - c) The fee schedule does not apply to AEA sponsored courses or events.
 - d) The Department of Education may schedule rooms utilizing the online reservations system.
2. All other community groups and organizations, community colleges and universities.
 - 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 applies.
 - 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.
 - e) The Chief Administrator or designee shall have the authority to schedule or re-assign meeting rooms in consultation with requesters and in keeping with the Agency's mission of service and to approve waiving a rental fee in order to serve students.

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-utilize the online reservations system.
 - 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)
 - 1. 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 Person
 - Cedar Falls Conference Center Receptionist: 319-273-8200
 - Clear Lake Conference Center Receptionist: 641-529-4200
 - Marshalltown Conference Center-Receptionist: 641-844-2400

IV. *Facility Use Guidelines*

- A. Most meeting rooms are equipped with a projection device 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.
- C. Food and drink are allowed in the meeting. However, if there are any spills, notify the building receptionist immediately.
- 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.
- F. Our heating/cooling systems are programmed for a night setback. 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 building receptionist to discuss arrangements or utilize the online reservation system to indicate those accommodations.
- 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. No alcoholic beverages anywhere on AEA property.
 - 3. No smoking anywhere on AEA property.

- M. A kitchen is available in Cedar Falls, Clear Lake and Marshalltown offices to assist with preparation, storing, and serving food and beverages. Please contact the building receptionist for assistance.
- N. A certificate of insurance (\$1 million) is required for usage of swimming pools.
- O. Emergency contacts will be posted in each office as well as in the reservation system.

Space	Fees	Cedar Falls	Clear Lake	Marshalltown
Large Conference Room	\$40 per hour per room	A1 (3231 sq ft) A2 (3231 sq ft) B (2993 sq ft) C1 (3231 sq ft) C2 (3231 sq ft)	Room A (1520 sq ft)	N/A
Small Meeting Room	\$25 per hour per room	Cedar River (800 sq ft) Iowa River (622 sq ft) Wapsie (361 sq ft) Shell Rock (438 sq ft)	B (660 sq ft) D (567 sq ft) F (676 sq ft) H (972 sq ft) I (576 sq ft)	A (651 sq ft) B (651 sq ft) C (651 sq ft) Flex Room (912 sq ft) G (806 sq ft)
Team room	\$20 per hour per room	Central Perk Little Turkey (223 sq ft)	C (220 sq ft) G (240 sq ft) K (240 sq ft) Z (210 sq ft)	Ed Serv Conf Room (161 sq ft) D (225 sq ft) E (255 sq ft) F (224 sq ft) Z (156 sq ft)

- After hours/weekend hourly rate for Custodial assistance \$50 per hour
- After hours/weekend hourly rate for Technical assistance \$50 per hour (2 hour minimum)

Definitions

Education or Community Organizations

- Central Rivers AEA public and accredited non-public schools
- Other education-related organizations, non-accredited non-public schools, 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.
- Colleges and Universities for classes (that are not administered by the Agency).
- Non-profit or civic organizations whose scheduled event does not directly benefit the Agency or the schools and children it serves.
- The Chief Administrator or designee shall have the authority to approve requesters based on mission of service.

Rooms are not available to following groups (other limitations and restrictions not listed may also apply):

- Fund-raising events (unless such activities will benefit the Agency or students within Central Rivers AEA).

- Private vendors selling or promoting products for profit.
- Political parties with the exception of Caucus meetings. *See Iowa Code below.
- Gymnasiums are not available for dances or athletic activities.
- Private parties or receptions, etc.

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.

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