

GRANT WOOD AEA BOARD OF DIRECTORS

**Administrative Regulation # 7241A  
Public Meeting Room Use**

Related Policy: # 7241 Public Meeting Room Use

Date Adopted:	January 17, 1977	Date Modified:	September 19, 2007
Date Modified:	March 17, 1993	Date Modified:	December 16, 2009
Date Modified:	March 20, 1996	Date Modified:	March 17, 2010
Date Modified:	May 13, 1998	Date Modified:	June 22, 2011
Date Modified:	December 20, 2000	Date Modified:	December 11, 2013
Date Modified:	December 17, 2003	Date Modified:	October 8, 2015
Date Reviewed:	May 18, 2005	Effective Date:	January 1, 2016
Date Modified:	November 14, 2006	Date Modified:	January 11, 2017

1 The Agency facilities are available for use by education, community and business partners.  
2 A tiered reservation system shall be used for the scheduling of the facilities as follows:  
3

4 Tier 1 - Local, state, and national officials for use as a polling site  
5 Tier 2 – Agency-sponsored events, such as

6 2.1 – Professional Development coordinated events tied to the reservation system  
7 New Staff Orientation  
8 Board Meetings  
9 Cabinet-level meetings  
10 Superintendent Monthly Meetings

11 2.2 - Region Meetings  
12 Discipline Meetings  
13 Program Meetings  
14 Curriculum Directors  
15 Special Education Directors

16 Tier 3 - Grant Wood AEA area public and private schools  
17 Iowa Association of Area Education Agencies sponsored events  
18 Iowa AEA Purchasing events  
19 Department of Education sponsored events

20 Tier 4 –

- 21 • Other educational-related organizations, institutions or parent groups, and agencies or  
22 organizations whose purpose and objectives contribute to Agency and school district  
23 purposes
- 24 • Other non-educational or governmental agencies
- 25 • Non-profit or civic organizations

26 Tier 5 - For-profit organizations and religious organizations (facility access after 5:00 p.m.  
27 and weekends)  
28

29 Preschedule Reservation Timeline:

30 Tier 1 – priority booking for all election dates

31 Reservation Requests for dates between July and June

32 Reservations Open as follows:

33 Tier 2.1 - January through February 28

34 Tier 2.2 – March 1

35 Tier 3 – April 1

36 Tiers 4 through 5 – Opens April 1

37

38 A room reservation request may not be granted earlier than three months prior to the date of  
39 meeting or event. The agency facility manager or designee may waive the three-month  
40 scheduling timeline for special or extenuating circumstances. The agency facility manager,  
41 professional development coordinator, and public relations coordinator will work cooperatively  
42 to determine the appropriate tier classification for all circumstances and situations not  
43 specifically identified in this regulation.

44

45 Fundraising Events: All Agency meeting rooms shall only be used for fund-raising events that  
46 benefit the Agency or students within Area 10.

47

48 Religious Services: The use of any Agency meeting room for religious services shall be  
49 granted only as a temporary arrangement not to exceed one year with facility access after 5:00  
50 p.m. and weekends.

51

52 Evening and Weekend Room Reservations for Tiers 3, 4, and 5

53 Only the Sixth Street facility is available for Tier 3, 4, and 5 evening/weekend reservations.

54 Sixth Street Facility Building Hours:

55 Monday thru Friday - 7:30 a.m. to 9:30 p.m.

56 Saturday and Sunday – 7:30 a.m. to 4:30 p.m.

57 The Agency reserves the right to close the building in observance of national holidays.

58

59 Room Reservations: Designated Agency staff shall have access to the Room Reservation  
60 System to schedule Tier 2 meetings. All inquiries regarding the scheduling for room  
61 reservations for Tiers 3, 4, and 5 shall be directed to the designated conference center liaison.  
62 The reservation shall be held for 10 business days and considered tentative until receipt of a  
63 signed Room Use Agreement.

64

65 Room Use Agreement: A designated conference center liaison shall issue a Room Use  
66 Agreement to a Tier 3, 4, and 5 requesting organization. The reservation shall be confirmed  
67 following receipt of the signed Room Use Agreement. The Business Manager or designee may  
68 require the execution of a certificate of insurance, covering bodily injury and property damage,  
69 with limits of not less than \$1,000,000 per occurrence, as appropriate for the use of facilities or  
70 equipment.

71

72 Room Assignment: Meeting rooms shall be assigned by designated staff in consultation with  
73 requestors based on availability, space needs, and alignment with the Agency's mission and  
74 daily operational requirements. The Agency reserves the right to change, cancel, or move a  
75 reservation to another room when needed. Only the part of the building or equipment for which  
76 the request is made shall be used. Any concerns about room scheduling or requests shall be  
77 referred to the designated agency manager or designee.

78

79 Room Set-Up: Rooms may be reserved for set-up requiring AV set-up assistance and/or  
80 additional custodial support. Room reservations for meeting set-up purposes only shall be  
81 granted no earlier than three days before the meeting event.

82

83 Reservation Holds

84 Reservation holds for tentative meeting dates are not a confirmed reservation. Reservation  
85 holds shall be confirmed by May 1 or the reservation may be removed and the request  
86 canceled.

87

88 Room Rental: The Agency shall charge a fee based on the attached Schedule of Fees for  
89 all requests by Tier 5 organizations and may charge a fee for fee-based events and learning  
90 activities requested by Tier 3 and 4 organizations.

91  
92 Custodial Services: All premises must be left in the same condition in which they were  
93 found. The Agency shall provide custodial services required for the normal use of the  
94 space. Food and drink is allowed in the rooms, however, the user is responsible for the  
95 related cleanup of beverage and/or food containers. The user shall remove all materials  
96 and return Agency supplies and equipment to the appropriate locations. The Agency  
97 reserves the right to charge a penalty based on the number of hours required for cleanup  
98 and/or refuse permission for room use to those who do not abide with the room use  
99 expectations.

100  
101 AV Support Fee: The conference center rooms are equipped with built-in multimedia  
102 projectors and sound system. Additional audio visual support and equipment requests shall  
103 be included in the room reservation. Requests requiring additional room set-up, technical  
104 assistance, and/or on-site custodial support beyond the normal business operating hours of  
105 these departments must be approved by the designated agency manager or designee at  
106 least 10 business days prior to the reservation date.

107  
108 Cancellation Prior to Reservation: In the event of a cancellation, the room reservation must be  
109 cancelled at least 24 hours in advance prior to the event by contacting the designated  
110 conference center liaison or Agency staff who made the original reservation. Failure to cancel a  
111 room reservation may result in the denial of future room privileges.

112  
113 Cancellation Due to Inclement Weather or Emergencies: The Agency is not responsible for  
114 the cancellation of meetings due to inclement weather or emergencies. If the Agency must  
115 close due to a facility or weather-related emergency, all efforts will be made to notify the  
116 contact person scheduled to use a meeting room. During potentially adverse weather  
117 conditions, groups should check the website at [www.gwaea.org](http://www.gwaea.org) for closure information.

118  
119 Building Access: The user may have access to the facilities as agreed upon in the Room  
120 Use Agreement. The rooms shall be vacated no later than the end time specified in the  
121 room reservation. All events must begin and finish within the scheduled building hours as  
122 referenced above. Any time required to set up and/or tear down, including general cleaning  
123 duties outlined above, must be budgeted as part of the original room reservation. An  
124 additional charge of \$15.00 per quarter hour, with minutes rounded up to the next quarter  
125 hour, may be assessed for meetings that end later than the time specified in the agreement.

126  
127 Damage. Any damage, loss, theft or misuse of equipment or facilities is the responsibility of the  
128 group or individual reserving the room. If damage occurs during a meeting or event, all charges  
129 associated with the cost of specialized clean-up or repair of damage may be billed to the user  
130 with a minimum charge of \$100 levied in cases of preventable damage.

131  
132 Prohibited Activities: The facilities shall be left in the same condition as they were found. The  
133 following activities are strictly prohibited on Agency premises:

- 134
- 135 • Smoking.
  - 136 • The consumption of alcohol beverages.
  - 137 • The use of smoke, fog, or haze producing equipment of any kind.
  - 138 • The use of open flame (votive candles may be used in a hurricane lamp or similar device).
  - 139 • No materials may be nailed, screwed, tied, glued, or taped to any ceilings, walls, floors, or furnishings inside or outside of the building.

- 140 • The use of glitter, confetti, or sand.
- 141 • Animals entering the facilities (with the exception of authorized service animals).
- 142 The Agency reserves the right to refuse permission for room use to those who do not abide by
- 143 the Room Use Agreement.