

GRANT WOOD AEA BOARD OF DIRECTORS

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

Related Policy: # 7241 Public Meeting Room Use

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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 – **priority booking**  
5 **regardless of date**

6 Tier 2 – Agency-sponsored events.

7 **Room Reservation Requests**

8 Tier 2.1 will have reservation preference beginning January 1 each year to book room  
9 reservations for July 1 to June 30 of the following school year.

10

11 2.1 – Professional Development coordinated events tied to the reservation system

12

New Staff Orientation

13

Board Meetings

14

Cabinet-level meetings

15

Superintendent Monthly Meetings

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17 **Room Reservation Requests**

18 Tier 2.2 will have reservation preference beginning March 1 each year to book room  
19 reservations for July 1 to June 30 of the following school year.

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21 2.2 - Region Meetings

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Discipline Meetings

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Program Meetings

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Curriculum Directors

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Special Education Directors

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27 **Room Reservation Requests**

28 Tier 3 will have reservation preference beginning April 1 each year to book room  
29 reservations for July 1 to June 30 of the following school year.

30

31 Tier 3 - Grant Wood AEA area public and private schools

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- Iowa Association of Area Education Agencies sponsored events

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- Iowa AEA Purchasing events

34

- Department of Education sponsored events

35

- AEA Partner Agencies providing support to local districts (i.e., School

36

Administrators of Iowa, Iowa Association of School Boards)

37

38 **Room Reservation Requests**

39 Tier 4 and 5 - A room reservation request may not be granted earlier than three months prior to  
40 the date of meeting or event. The agency facility manager or designee may waive the three-  
41 month scheduling timeline for special or extenuating circumstances. The agency facility  
42 manager, professional development coordinator, and public relations coordinator will work

43 cooperatively to determine the appropriate tier classification for all circumstances and situations  
44 not specifically identified in this regulation.

45  
46 Tier 4 –

- 47 • Other educational-related organizations, institutions or parent groups, and agencies or
- 48 organizations whose purpose and objectives contribute to Agency and school district
- 49 purposes
- 50 • Other non-educational or governmental agencies
- 51 • Non-profit or civic organizations

52 Tier 5 - For-profit organizations and religious organizations (facility access after 5:00 p.m.  
53 and weekends)

54  
55 Fundraising Events: All Agency meeting rooms shall only be used for fund-raising events that  
56 benefit the Agency or students within Area 10.

57  
58 Religious Services: The use of any Agency meeting room for religious services shall be  
59 granted only as a temporary arrangement not to exceed one year with facility access after 5:00  
60 p.m. and weekends.

61  
62 Evening and Weekend Room Reservations for Tiers 3, 4, and 5

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

64 Sixth Street Facility Building Hours:

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

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

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

68

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

74

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

81

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

88

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

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93

94 Reservation Holds  
95 Reservation holds for tentative meeting dates are not a confirmed reservation. Reservation  
96 holds shall be confirmed by May 1 or the reservation may be removed and the request  
97 canceled.

98  
99 Room Rental: The Agency shall charge a fee based on the attached Schedule of Fees for  
100 all requests by Tier 5 organizations and may charge a fee for fee-based events and learning  
101 activities requested by Tier 3 and 4 organizations.

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

111  
112 AV Support Fee: The conference center rooms are equipped with built-in multimedia  
113 projectors and sound system. Additional audio visual support and equipment requests shall  
114 be included in the room reservation. Requests requiring additional room set-up, technical  
115 assistance, and/or on-site custodial support beyond the normal business operating hours of  
116 these departments must be approved by the designated agency manager or designee at  
117 least 10 business days prior to the reservation date.

118  
119 Cancellation Prior to Reservation: In the event of a cancellation, the room reservation must be  
120 cancelled at least 24 hours in advance prior to the event by contacting the designated  
121 conference center liaison or Agency staff who made the original reservation. Failure to cancel a  
122 room reservation may result in the denial of future room privileges.

123  
124 Cancellation Due to Inclement Weather or Emergencies: The Agency is not responsible for  
125 the cancellation of meetings due to inclement weather or emergencies. If the Agency must  
126 close due to a facility or weather-related emergency, all efforts will be made to notify the  
127 contact person scheduled to use a meeting room. During potentially adverse weather  
128 conditions, groups should check the website at [www.gwaea.org](http://www.gwaea.org) for closure information.

129  
130 Building Access: The user may have access to the facilities as agreed upon in the Room  
131 Use Agreement. The rooms shall be vacated no later than the end time specified in the  
132 room reservation. All events must begin and finish within the scheduled building hours as  
133 referenced above. Any time required to set up and/or tear down, including general cleaning  
134 duties outlined above, must be budgeted as part of the original room reservation. An  
135 additional charge of \$15.00 per quarter hour, with minutes rounded up to the next quarter  
136 hour, may be assessed for meetings that end later than the time specified in the agreement.

137  
138 Damage. Any damage, loss, theft or misuse of equipment or facilities is the responsibility of the  
139 group or individual reserving the room. If damage occurs during a meeting or event, all charges  
140 associated with the cost of specialized clean-up or repair of damage may be billed to the user  
141 with a minimum charge of \$100 levied in cases of preventable damage.

142  
143 Prohibited Activities: The facilities shall be left in the same condition as they were found. The  
144 following activities are strictly prohibited on Agency premises:

- 145
- 146 • Smoking.
  - The consumption of alcohol beverages.

- 147 • The use of smoke, fog, or haze producing equipment of any kind.
- 148 • The use of open flame (votive candles may be used in a hurricane lamp or similar device).
- 149 • No materials may be nailed, screwed, tied, glued, or taped to any ceilings, walls, floors, or
- 150 furnishings inside or outside of the building.
- 151 • The use of glitter, confetti, or sand.
- 152 • Animals entering the facilities (with the exception of authorized service animals).
- 153
- 154 The Agency reserves the right to refuse permission for room use to those who do not abide by
- 155 the Room Use Agreement.