

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 Public meeting rooms in the Agency's Cedar Rapids Sixth Street facility shall be scheduled by
2 contacting the Technology Center Technician. Public meeting rooms in the Agency's Coralville
3 facility shall be scheduled by contacting the secretarial support staff. Persons or organizations
4 requesting the use of Agency meeting rooms shall use the forms provided by the Agency. The
5 Administrator or designee shall obtain proof of insurance and letters of agreement with outside
6 agencies as appropriate for the use of facilities or equipment.

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8 Priorities for room use will be as follows for activities scheduled by:

- 9 1. Local, state, and national officials for use as a polling site.
- 10 2. Grant Wood AEA
- 11 3. Area 10 public and private schools
- 12 4. Other education-related organizations, institutions or parent groups, and agencies or
13 organizations serving persons with disabilities
- 14 5. Other human service or governmental agencies
- 15 6. Non-profit or civic organizations
- 16 7. For-profit organizations

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18 Permission for room use shall be granted to persons, organizations or institutions other than
19 Grant Wood AEA or Area 10 public and private schools no earlier than three months prior to
20 the meeting or event. The Administrator may waive the three-month scheduling timeline for
21 special or extenuating circumstances.

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23 The Agency staff shall assign public meeting rooms in consultation with requestors based on
24 availability, space needs, and alignment with the Agency's mission and daily operational
25 requirements. The Agency, however, reserves the right to change a room assignment. Only
26 the part of the building or equipment for which the request is made shall be used. Any
27 concerns about room scheduling or requests by groups or persons shall be referred to the
28 Grant Wood AEA facility liaison.

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30 Room Rental: The Agency shall charge a fee of \$25 per room per hour for all fee-based
31 events and learning activities that are requested by for-and non-profit organizations,
32 colleges, and universities.

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34 The regular business hours for the Sixth Street facility are:

35 Monday thru Friday - 7:30 a.m. to 9:30 p.m.
36 Saturday and Sunday – 7:30 a.m. to 4:30 p.m.

38 All events must be over and clean up completed no later than the posted closure time for
39 the facility. All persons who are not employed by the Grant Wood AEA must be out of the
40 building at this time. An additional charge of \$15.00 per quarter hour, with minutes rounded
41 up to the next quarter hour, shall be assessed for meetings that end later than the posted
42 building closure time. Room requests outside of this schedule require prior approval and
43 may be subject to additional charges to cover personnel and other agency costs.

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45 Agency meeting rooms shall not be used for fund-raising events unless such funds will benefit
46 the Agency or students within Area 10.

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48 The use of Agency public meeting rooms for religious services shall be granted only as a
49 temporary arrangement.

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51 In compliance with the State of Iowa's Smoke Free Air Act, smoking is prohibited on Agency
52 property.

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54 All persons, organizations or institutions who have been granted permission to use Agency
55 meeting rooms shall receive copies of the Room Use Guidelines and shall be expected to
56 abide by them. The premises must be left in the condition in which they were found. The
57 agency reserves the right to charge a penalty of \$25.00 and/or refuse permission for room use
58 to those abusing Room Use Guidelines. The guidelines shall also be posted in each meeting
59 room.

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