

Community Relations  
Series 1000

Policy Title: Facility/Public Meeting Room Usage Code No. 1006

**Policy Statement**

Heartland AEA recognizes its responsibilities as a tax-supported service Agency to make its facilities available for public use. The Agency welcomes other organizations' use of the facility's meeting rooms as outlined in the Rules & Regulations (See below).

**Scope of Policy**

Several Heartland AEA facilities are available for usage by approved community groups and organizations at several locations throughout the Heartland AEA area. A tiered reservation system shall be used for the scheduling of the facilities.

**Accountability Overview**

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.

Date of Adoption:  
Sept. 10, 2024  
Reviewed: \_\_\_\_\_  
Amended: \_\_\_\_\_

## **RULES AND REGULATIONS - 1006**

### Board Policy 1006 - Facility/Public Meeting Room Usage

#### **Room Availability**

Rooms available for usage by community groups and organizations include meeting rooms located at the following Heartland AEA Locations:

- Adel Regional Office – 6020 Visions Parkway, Adel
- Ames Regional Office – 511 S. 17th Street, Ames
- Indianola Regional Office – 115 W. Salem Avenue, Indianola
- Johnston Regional Education Center – 6500 Corporate Drive, Johnston
- Knoxville Regional Office – 1402 N. Lincoln Street, Knoxville
- Newton Regional Office – 600 N. 2nd Avenue, Newton

#### **Times**

Rooms are available for usage by approved community groups and organizations from 7:30 a.m. to 4:30 p.m. Mondays through Fridays, and on Saturdays from 8:00 a.m. to 5:00 p.m. (Saturday events are only available at the Johnston Regional Education Center at 6500 Corporate Drive, Johnston). 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 activities that require AEA personnel to be present outside normal AEA business hours may be arranged at an additional cost to cover the cost of required personnel.

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

#### **Priorities/Scheduling/Fees**

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

- I. Heartland AEA
    1. AEA staff may schedule rooms anytime for the following school year.
    2. The fee schedule does not apply to AEA staff.
  - II. Public, accredited non-public and charter schools in the Heartland AEA area and the Iowa Department of Education
    1. May schedule rooms anytime within three months of the scheduled event.
    2. No fees will be applied to public, accredited non-public and charter schools or the Iowa Department of Education for the 2024-25 year.
    3. If desiring to schedule more than three months prior to the event, it will be necessary to contact the person identified in III-B.
    4. Heartland AEA reserves the right to require a change of venue for outside party bookings up-to 30 days prior to the event.
- B. 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.

1. Organizations in this category may schedule rooms within three months of the scheduled event.
  2. The fee schedule will apply – see schedule below.
  3. Heartland AEA reserves the right to require a change of venue for outside party bookings up-to 30 days prior to the event.
- IV. Colleges and Universities for classes (that are not administered by Heartland AEA)
1. Colleges and Universities may schedule rooms within three months of the scheduled event.
  2. The fee schedule will apply – see schedule below.
  3. Heartland AEA reserves the right to require a change of venue for outside party bookings up-to 30 days prior to the event.
- V. Non-profit or civic organizations whose scheduled event does not directly benefit the Agency or the schools and children it services.
1. Organizations in this category may schedule rooms within three months of the scheduled event.
  2. The fee schedule will apply – see schedule below.
  3. Heartland 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 the following groups (other limitations and restrictions not listed may also apply):

- I. Fund-raising events (unless such activities will benefit the Agency or students within Heartland AEA or other education groups)
- II. Private vendors selling or promoting products for profit (unless such activities will benefit the Agency or students within Heartland AEA or other education groups)
- III. Political parties\*
- IV. 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 requesters and in keeping with the Agency's mission of service.

## Procedures to Schedule a Room

- A. For room reservations at all Heartland AEA sites:
  1. Heartland AEA Staff make a reservation through the Event Scheduler on the Employee Dashboard or through the Heartland AEA Event Scheduler
  2. For those without access to the Event Scheduler system, call the Heartland AEA Event Scheduler via phone at (515) 270-9030 and ask for the Event Scheduler, or you can email event inquiries to [scheduler@heartlandaea.org](mailto:scheduler@heartlandaea.org). The reservation will not be complete until a Reservation Form has been completed and returned to the Event Scheduler.

## Facility Use Guidelines

1. Most meeting rooms are equipped to connect via HDMI to either a projector and large screen, or a TV monitor. Some rooms are set up to host virtual meetings over Zoom, with a built-in camera and microphones. If additional equipment is needed, or to verify equipment availability, call the Event Scheduler for more information.
2. 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.
3. 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.
4. There should be no open flames (e.g. candles) at any time in the meeting or other places within the building.
5. 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.
6. No firearms allowed at Heartland AEA locations.
7. All meeting room doors are fire doors and must be kept closed at all times.
8. If you have a meeting scheduled and do not plan to use it, please cancel use of the room on the Heartland AEA employee dashboard or contact the event scheduler.
9. Cancellation fees may apply.
10. If special accommodations are needed, contact the event scheduler to discuss arrangements.
11. For any event with student participants, adult supervision is required in all areas at all times.
12. Follow any regulations unique to any facility.
13. Emergency Contacts - **If there is a medical emergency, call 911.**
  - Adel - Misty Christenson (515) 473-6659) or Joy Wiebers (515) 310-1831
  - Ames - Susie Bentley (515) 473-6651
  - Indianola - Martha Condon (515) 473-6791
  - Johnston - Crista Carlile (515) 310-1566, Rachele Dawson (515) 473-6665 or Tinna Walberg (515) 473-6952

**Fee Schedule (per day unless otherwise specified)**

<b>Space</b>	<b>Fees</b>	<b>Location/Rooms</b>
Large Meeting Rooms (capacity 40-80 people)	\$400/day on weekdays \$500/day Saturday	Adel Conference Room (80) Ames Conference Room (42-68) JO 107AB (80)
Medium Meeting Rooms (40 or less capacity)	\$200/day on weekdays \$250/day Saturday	Ames Room A, B or C (22) Indianola Conference Room (30) JO 101 (30) JO 107A (40) JO 107B (40) JO 121 ( ) JO 131 ( ) JO 141 (40)
Small Meeting Rooms (20 or less capacity)	\$100/day \$150 Saturday	Adel Meeting Room (16) JO 108 (10) JO 109 (20) JO 110 (10) JO 113 (20) JO 115 (12) JO 157 (14) JO 158 (4)
Private Office Space	\$50/day	104 161 162 167 175
On-call technical support after hours and Saturday if needed	\$50	

**RESERVATION FORM Heartland AEA**

Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Telephone: Contact Person: \_\_\_\_\_

Room(s) requested: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Hour(s): \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Projected Number of Participants: \_\_\_\_\_

Our organization agrees to comply with all the administrative rules and regulations as outlined in the attached statements and this permit.

We agree to indemnify and hold harmless Heartland AEA, its agents, boards and employees from and against any and all legal liability, including reasonable attorney fees, in respect to bodily injury, death, and property damage arising from our negligence during the use of this property.

I hereby certify that I have full authority and have been authorized to sign for and on behalf of the above-entitled activity.

Signature/Title of Organization Representative Date: \_\_\_\_\_

Heartland AEA Representative Date: \_\_\_\_\_

Room rental fee: \$ \_\_\_\_\_

Additional fee for after hours/weekend staff: \$ \_\_\_\_\_

Total estimated \$ \_\_\_\_\_

*Additional fee for after hours/weekend staff: \$ \_\_\_\_\_*

*Total estimated fee: \$ \_\_\_\_\_*

*\*Scheduler will sign and return a copy of the Reservation Form when the reservation is confirmed.\**