

- a. Organizations in this category may schedule rooms within three months of the scheduled event.
 - a. b. The fee schedule does not apply to these organizations unless tuition or other fees are charged to those attending the event.
 - c. Central Rivers AEA reserves the right to require a change of venue for outside party bookings up-to 30 days prior to the event.
 - 4. Colleges and Universities for classes (that are not administrated by the Agency)
 - a. Colleges and Universities may schedule rooms 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 does not apply to Colleges and Universities for classes unless tuition or other fees are charged to those attending.
 - 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.
 - 5. Non-profit or civic organizations whose scheduled event does not directly benefit the Agency or the schools and children it serves.
 - a. Organizations in this category may schedule rooms within three months of the scheduled event.
 - b. The fee schedule will apply to listed organizations.
 - c. Central Rivers 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 following groups (other limitations and restrictions not listed may also apply):
- 1. Fund-raising events (unless such activities will benefit the Agency or students within Central Rivers AEA).
 - 2. Private vendors selling or promoting products for profit.
 - 3. Political parties.*
 - 4. Gymnasiums are not available for dances or athletic activities.
 - 5. 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

- 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. Please unplug and wash all coffee pots and return them to the supply cabinet.
- F. Our heating/cooling systems are programmed for a night setback. If you are using the room during the evening or weekend, you can re-establish the daytime settings by pressing the button on the thermostat. 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 receptionist to discuss arrangements.
- 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. Public telephone located in lobby.
 - 3. No alcoholic beverages anywhere on AEA property.
 - 4. No smoking anywhere on AEA property.
- M. A kitchen is available to assist with preparation, storing, and serving food and beverages. The kitchen should be reserved when room reservations are made.
- N. A certificate of insurance (\$1 million) is required for usage of swimming pools.
- O. Emergency contacts:

<i>Cedar Falls</i>	<i>Cell</i>
Gus Delamore	319-231-3340
Sam Miller	319-383-8132

<i>Clear Lake</i>	
Skyler Wood	641-430-8994
Amber Dietz	319-215-6996

<i>Marshalltown</i>	
Jen Sigrist	515-537-7667
Carolyn Wanatee	641-351-5007

Fee Schedule unless otherwise specified

Room	0-50 Participants	50+ Participants
Large Meeting Rooms	\$30	\$50
Small Meeting Rooms	\$15	NA
Classrooms	\$15	\$25
Gymnasium or Cafeteria	\$30	\$50
No admission fee		
With admission fee	\$40	\$60
Swimming Pool River Hills		
No admission fee	\$25 per hour	\$45 per hour
With admission fee	\$40 per hour	\$60 per hour
Swimming Pool Marshalltown		
No admission fee	\$25 per hour	\$45 per hour
With admission fee	\$40 per hour	\$60 per hour
Kitchen	\$10	\$15
Technology Classrooms	\$75	\$75
Equipment set-up fee	\$30	\$30
After hours/weekend hourly rate for Custodial assistance	\$30	\$30
After hours/weekend hourly rate for Technical assistance	\$30 per hour 2 hour minimum	\$30 per hour 2 hour minimum
On-call Technical support	\$30 per hour 1 hour minimum	\$30 per hour 1 hour minimum

**RESERVATION FORM
CENTRAL RIVERS AEA FACILITIES**

River Hills School - Swimming Pool

Today's Date:

Organization:

Address of Organization:

Contact Person:

Telephone:

Room(s) requested:

Date(s) of Use:

Type of Activity:

Projected Number of Participants:

Hour(s):

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 Central Rivers 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

Central Rivers AEA Representative

Date

Room rental fee: \$

Additional fee for after hours/weekend staff: \$

Total estimated fee: \$

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

Central Rivers AEA is an Equal Opportunity/Affirmative Action Employer