

## **Grant Wood AEA Room Use Letter of Agreement and Schedule of Fees**

The primary purpose of the Grant Wood Area Education Agency facilities is to support student achievement. Grant Wood Area Education Agency recognizes its responsibilities as a tax-supported service agency to make its facilities available for public use. GWAEA welcomes other organizations' use of the facility's meeting rooms as outlined in the organizational administrative regulations.

To assure your event functions smoothly at GWAEA, please review the following expectations, which reflect our organization's administrative regulation for public room use. By signing the Room Use Letter of Agreement, you are acknowledging your agreement with the agency's regulations. Failure to abide by the agency's meeting room regulations may result in loss of meeting room privilege.

*Please Ref: [Administrative Regulation # 7241A](#). The following agreement summarizes the requirements outlined in this policy.*

### **FACILITY HOURS**

Only the GWAEA Sixth Street facility is available for evening/weekend reservations. The operating hours of this facility are

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

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

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

### **START/END TIMES**

All events must be over and clean up completed no later than the posted closure time for the facility. All persons who are not employed by the GWAEA must be out of the building at this time. An additional charge of \$15 per quarter hour, with minutes rounded up to the next quarter hour, shall be assessed for meetings ending later than the posted building closure time. Room requests outside of this schedule require prior approval and may be subject to additional charges to cover personnel and other agency costs.

### **CANCELLATIONS / NO SHOWS**

If the reservation is no longer required, the group's contact person should notify GWAEA staff at least 24 hours in advance. For weekend reservations, notification must be received no later than 3:30 p.m. on Friday. Failure to notify GWAEA of a cancellation may result in the denial of future meeting room privileges.

GWAEA is not responsible for the cancellation of meetings due to inclement weather or emergencies. If the agency must close due to a facility or weather-related emergency, all efforts will be made to notify the contact person of groups scheduled to use a meeting room. During potentially adverse weather conditions, groups should check [gwaea.org](http://gwaea.org) for closing information.

## RENTAL FEE

Service	Fee
<b>Conference center flat rental rate</b> <i>(This rate applies to all for-profit organizations and religious organizations, and may be charged to other organizations as outlined in the agency's administrative regulation.)</i>	<b>\$75/room for the first hour</b> <b>\$35/room/hour for each additional hour</b>
Additional custodial support, if required	\$30/hr with a 2 hour minimum
AV technician, if requested	\$35/hr with a 2 hour minimum
An additional charge of \$15 per quarter hour, with minutes rounded up to the next quarter hour, shall be assessed for meetings ending later than the posted building closure time.	

## ROOM ASSIGNMENT

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

## FACILITY FURNITURE AND EQUIPMENT

GWAEA has the latest technology in its meeting rooms that you are welcome to use for your event. Such equipment includes tables, chairs and various audio visual equipment. GWAEA cannot be held responsible for equipment malfunction, damage, or non-availability on the day of your event.

## PROHIBITED ACTIVITIES

The following activities are strictly prohibited on Agency premises:

- Smoking and use of tobacco
- The consumption of alcohol beverages.
- The use of smoke, fog, or haze producing equipment of any kind.
- The use of open flame (votive candles may be used in a hurricane lamp or similar device).
- No materials may be nailed, screwed, tied, glued, or taped to any ceilings, walls, floors, or furnishings inside or outside of the building.
- The use of glitter, confetti, or sand.
- Animals entering the facilities (with the exception of authorized service animals).

## LIABILITIES AND INSURANCE

By signing this Room Use Letter of Agreement, groups agree to pay the cost of repair, restoration, replacement of any damage done by you, renters personnel, your subcontractors, vendors, agents or invitees to GWAEA, the facility and any of its equipment or exhibits or contents.

GWAEA shall be held harmless for all claims arising out of use of GWAEA's property. Groups assume full responsibility for theft, loss or damage to any property and equipment brought to GWAEA by you, your subcontractors, vendors, agents or invitees. While no proof of insurance is required to reserve GWAEA facilities, the Business Manager or designee may require the execution of a certificate of insurance, covering bodily injury and property damage, with limits of not less than \$1,000,000 per occurrence, as appropriate for the use of facilities or equipment.

**CUSTODIAL SERVICES**

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

**PAYMENT**

100% payment of the amount stated in this Room Use Letter of Agreement is due one week prior to the event. Payments can be made by check payable to Grant Wood AEA.

Failure to pay estimated fees by the due date may result in automatic cancellation of client's reservation. If additional charges are incurred during the event, such as event overtime, rentals, etc. client will be billed after the event with payment due within 30 days. A service charge of 1.5% per month will be billed on all accounts over 30 days.

**TOBACCO-FREE FACILITY**

GWAEA is a tobacco-free facility. No smoking or tobacco is permitted in the building or within 20 feet of any of its entrances.

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**ACCEPTED AND AGREED TO: (CLIENT/USER)**

**Name:**

**Title:**

**Organization:**

**Date:**