

CONFERENCE ROOM RATE SCHEDULE

ROOM	capacity with tables	capacity w/o tables	INTERNAL MEETINGS			EXTERNAL MEETINGS		
			staff meetings	non-fee programs	fee, grant, contract programs	Extension staff	Extension partners	Standard Rental
Classroom A <i>Carpeted classroom, divided by partition</i>	25 people	65 people	\$0	\$0	\$2/participant	\$10/hr	\$20/hr	\$30/hr
Classroom B <i>Carpeted classroom, divided by partition</i>	20 people	49 people	\$0	\$0	\$2/participant	\$10/hr	\$20/hr	\$30/hr
Classroom C <i>Carpeted classroom, divided by partition</i>	35 people	82 people	\$0	\$0	\$2/participant	\$10/hr	\$20/hr	\$30/hr
Multi-Purpose Room <i>Tile floor, informal space</i>	25 people	40 people	\$0	\$0	\$2/participant	\$10/hr	\$20/hr	\$30/hr
Board Room <i>Carpeted room, single conference table</i>	12 people	N/A	\$0	\$0	\$2/participant	\$10/hr	\$20/hr	\$30/hr

Internal Meetings

can be reserved at any time up to one year in advance

An Internal Meeting is defined as internal staff members being a party to the meeting, responsible for setup and cleanup on their own, hence the reduced rates.

Staff Meetings, Extension Council, Potlucks, Client One on Ones = \$0

Non-Fee Program Meetings, 4-H Club Meetings, Program Committee Meetings = \$0

Fee Program Meeting (including grant funded) = \$2/participant x number of rooms used

External Meetings

can be reserved up to three months in advance

An External Meeting is defined as Extension Staff housed outside of our office, Extension partnering organizations, or unaffiliated persons/groups requesting use of the conference rooms.

Extension or University faculty and staff (not housed in our office)/Nonprofits = \$10/hour x number of rooms used

Extension partners = \$20/hour x number of rooms used

Standard Rental for all other groups = \$30/hour x number of rooms used

ALL RENTALS must include set-up time and clean-up time.

Rental includes use of tables, chairs, and projection screen.

Use of onsite equipment is at an additional cost. Laptop \$25/halfday; LCD Projector \$25/halfday; TV/VCR \$10/halfday

Coffee can be provided for a flat fee of \$10.

ISU Extension - Polk County

Meeting Rooms Policy

Rules and Regulations for using the Classrooms and Board Room

Purpose

The main purpose of the ISU Extension, Polk County Classrooms and Board Room is to provide facilities for educational events and activities. Extension needs will take first priority over all other requests with regard to use and scheduling of the classrooms.

External organizations may rent the facility, but the event should be for informational, educational, or cultural purposes and must be non-soliciting in nature. Groups using the meeting room must not disrupt the normal functions of the office.

ISU Extension will provide tables and chairs for events, but the responsibility for setup and cleanup will remain with the requestor. Users of the meeting room will be responsible for providing their own audio/visual, computer and associated equipment unless requestor has reserved on-site equipment at an additional cost. Each group is required to setup tables and chairs for their meeting and is required to return these items to their original position after the meeting is concluded.

Reservation and Scheduling of the Meeting Rooms

Reservations for the use of the Classrooms and Board Room may be made in person, by e-mail, or over the telephone with the staff member in charge of the meeting room schedule. In order to reserve use of the meeting room for Extension programming, groups may not schedule any of the meeting rooms more than three months ahead of the date when the request is made. The person making the reservation request must be at least 18 years of age, and that person will be responsible for the use, care, and supervision of the facility during the scheduled event. Reservations are made on a first come, first serve basis.

External group requesting a reservation for meeting space may rent between the hours of 8:30 a.m. – 4:30 p.m. Any use of the meeting space outside of these hours, including weekends and holidays may be subject to additional fees due to the cost of additional staffing during off hours. When the meeting room is reserved during closed hours, the requestor agrees to complete appropriate clean up tasks, lock up building (when instructed) and report any breakage or maintenance items to the Office Manager.

Rules and Regulations Regarding Use of the Meeting Room

1. Cancellations of the meeting rooms must be made at least 72 hours before the scheduled event by contacting the ISU Extension office.
2. Kitchen facilities are available for use in preparing refreshments, snacks and uncooked meals. No cooking is allowed, according to city regulations. Each group is responsible for leaving the kitchen area in orderly and clean condition.

3. Renter will be held liable for replacement costs or repair for damage to any equipment, furniture, contents, and building itself by participants at the meeting.
4. The Extension Office is not responsible for lost, stolen or damaged personal property while on-site, and cannot store a group's property or materials.
5. Each group will be admitted to and must vacate the room at the appointed times.

Rate Schedule

Each meeting room used will be charged to the renter. If multiple rooms are used for the same event, the room rate will be applied for each room used (see rental rates on page 3).

Internal meetings can be reserved at any time up to one year in advance. Internal staff should be a party to the meeting and be responsible for setup and cleanup.

Meetings that qualify for no-cost reservations would include staff meetings and gatherings, Extension Council, Client One on Ones, Workshops, and Non-Fee Programs. Additionally, 4-H Club Meetings and Program Committee Meetings can also meet for free if they agree to reserve space not more than once per month and if only one room is being used. (Additional space or additional times rented per month would be for a fee.)

External meetings can be reserved up to three months in advance.

Extension Staff housed outside of the Polk Office are subject to External Meeting rates. Extension partnering organizations using space unassociated with a partnering program are also subject to External Meeting rates. All other individuals and groups are subject to the Standard Rental rates.