



Learning Center Guidelines

Learning Center Availability:

Monday – Friday 8:00 a.m. – 8:30 p.m.
 Saturday/Sunday 8:00 a.m. – 4:00 p.m.

<i>Fees for Learning Center Rooms</i>	
Local schools and districts*	Other Groups (including non-profits)
No charge	\$75.00 per hour (per room)
No limit to advance booking	Must be booked within 4 weeks of date

***Includes tax supported local governmental agencies**

Welcome to the Mississippi Bend AEA Learning Center. We want your meeting to be successful and go as smoothly as possible. In order for us to serve you best, there are a few simple guidelines and requests for our facility:

- Prior to scheduling a conference room, external customers must sign a *Contract for Facilities Use*. Proof of insurance is required. (Does not include local schools and districts.)
- After 5:00 p.m. and on weekends, the Learning Center is only accessible through the main entrance. Propping open any external Learning Center doors is a violation of our safety guidelines and fire codes.
- Please keep all meeting activity in your scheduled room(s). If break-out sessions are necessary and arrangements have not been made in advance, please see Learning Center staff for available space. Often, another room may be available. However, if the lobby must be used as a break-out area, please keep the noise level to a minimum. Due to existing fire codes, we must ask that participants do not sit or lie in hallways or block any exits.
- If you find the existing room configuration does not meet your needs, please inform the Learning Center staff immediately.
- If you need assistance operating the audio/visual equipment, please ask the Learning Center staff for help.
- Coffee for your meeting may be purchased through the Learning Center at a cost of \$6.00 - \$8.50 per pump (depending on size of carafe). If you are not providing coffee, there is coffee available in the Learning Center at \$0.50 per cup.
- Children must be supervised by a parent or guardian at all times.



- In-house food preparation and food or liquid heating appliances, such as crock pots and coffee pots, are not permitted. In addition, meeting participants are responsible for any clean-up in the conference room prior to departure.
- Animals are only permitted when being used for service or therapy purposes.
- No extension cords are allowed. Power Reels can be provided upon request.
- We have no provisions for hazardous chemical clean-up.
- Please use only dry erase markers provided by the staff in the Learning Center. Please do not use permanent markers.
- Masking tape is available at the Learning Center desk. Please use only the tape provided to hang any posters or displays.

Please have the presenter arrive 45 minutes prior to the start of the meeting to:

- Meet and greet the Learning Center staff
- Set-up
- Complete a brief training on the following:
 - Crestron – switching sources and volume
 - Microphones – volume, mute, placement of lavalier mics, etc.
 - Overview – computer, digital presenter, and projector

Please do not hesitate to contact us if you have any questions or concerns. Thank you.

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