



**Regulations Governing Use of the Meeting Room:**

1. Meetings may be scheduled in the Meeting Room at the following times for the discussed fee of \$50.00:
  - Tuesday: 12-5 p.m.
  - Wednesday-Saturday: 10 a.m.-5 p.m.
  - Sunday: 1 p.m.-5 p.m.

*\* Requests for meetings outside regular business hours may be arranged by special permission.*

*\*If the renter needs to use the kitchen, an additional \$20 fee will added to the discussed fee. The building is open to tourists during these hours, so there will be some noise.*

2. Food and beverages are not allowed in the JCHS Exhibit Hall.
3. A ramped main entrance and a wheelchair are available for persons who are unable to use the main entrance stairs.
4. Service for incoming telephone calls is not provided.
5. Rental equipment fees and other additional arrangements are the responsibility of the sponsoring organization:
  - A.) Seating for (40) is provided by JCHS/ACMOI for the Meeting Room. Maximum Capacity for a meeting is (75).
  - B.) It is the user’s responsibility to set up, take down, and pick up. It is expected that the room/kitchen\*\* will be left in the same condition as it was found prior to the event. *\*\*A fee of \$50.00/hour will be charged if the clean-up costs exceed the amount normally budgeted for daily maintenance. If it is only the minimum clean-up necessary, this fee will not be charged. \*\**

Date approved: \_\_\_\_\_

Fee schedule approved by: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(NAME) (TITLE) (ORGANIZATION)

Please contact the JCHS office, 319-351-5738, or the ACMOI Office, 319-354-3310, for any additional questions or information.