

# Education Center Usage Policy & Form

## Use by groups when Agency staff give a presentation:

Civic organizations, youth groups and other nonprofit groups may use the South Central Iowa Solid Waste Agency Education Center for meeting purposes when presentations on solid waste issues and/or tours of the landfill and other facilities are given by staff.

## Use by groups when no Agency presentation is provided:

Use of the building for purposes other than Agency-provided education on solid waste issues is limited to governmental agencies for training or other public use purposes or other uses as determined by the Director or Board.

A request to use the Agency Education Center shall be submitted at least one week prior to the requested date. Use shall be scheduled only when the Agency does not already have a conflicting activity scheduled.

Use by groups not receiving an Agency presentation is limited to the hours of 8 a.m. to 6 p.m. Monday through Friday and 8 a.m. to 12 noon Saturday.

There is no charge for use of the building during regular Agency operating hours. A \$50 charge will be assessed to groups wishing to use the Education Center between 4 p.m. and 6 p.m. This fee will cover the cost of an Agency staff member's time to provide site and building access. An Agency staff member must be present for groups that use the Education Center after hours, unless otherwise determined by the Director or Board.

Groups must leave the meeting room, kitchen and rest rooms clean. The Agency reserves the right to bill the responsible group for damages or any extraordinary cleaning efforts.

No alcohol will be permitted on the premises at any time.

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## Education Center Use Agreement

Group: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Size of Group: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
(group representative) (Agency representative)

After Hours charge of \$50 . . . . . Yes  No

Please return form to: SCISWA  
1736 Hwy T-17  
Tracy, IA 50256

If you have questions, contact us at 641-828-8545 or at [landfill@sciswa.org](mailto:landfill@sciswa.org).