

It is important that this information is read by all room requesters, facilitators, and presenters.

Thank you for reaching out to us. We welcome our district and school leaders using the HGRESA building. We try to keep it clean and organized so that our district and school leaders "beam" with pride upon entry! It is a team effort from staff and visitors.

The HGRESA building is provided as a service to our 10 member districts. It is great to have such a wonderful, spacious, professional building equipped with technology that is current and works. We are truly blessed to have the facility in the Heart of Georgia RESA area.

However, it takes a TEAM to upkeep the large building that houses 10 training rooms. We have two individuals that help us a few hours each week vacuum, mop, clean the restrooms, and take out the trash. We value and appreciate them. Visitors, please help us keep the building professional looking. We can't do it alone! Any help is deeply appreciated.

1: Requests should be made via email to connieahowell@gmail.com.

2. Posting information on the form **MUST be completed.**

3. It is the responsibility of the **requester** to make sure that the event is on the PL Calendar so that HGRESA staff members are prepared for the event. The PL Calendar is the tool we use for getting everyone on the same page.
4. Refreshments will be provided at the **beginning** of each **member initiated** event **as a courtesy**. If additional refreshments are needed, **please let us know in the request form**. Arrangements can be made ahead of time. The requester/organization will be billed for additional refreshments. For grant based activities, organizations will be billed per participant.
5. It is the requester, presenter, and/or facilitator's responsibility to make sure tables are **not moved due to snagging the carpet**. There are enough different table set-ups in the building to select one that will work for the group or presenter.
6. It is the requester, presenter, and/or facilitator's responsibility to make sure chairs are neatly placed under the tables as they were upon arrival.
7. For safety reasons, visitors can always enter the front area. The building does not open until 8:00, so it is suggested that events be scheduled no earlier than **8:30** and end no later than **3:30**. This gives staff members enough time to get in the building in the AM and prepare for the day's events and time to clean up before 4:00.

Who can use the facilities?

The building is available for school-academic related events, ONLY. We exist to serve our member districts in providing professional learning to staff members. If it can't be tied to professional learning or to our member districts PL needs, please, respectfully, don't put in a request. Please respectfully remember that we are not a community run center, and we are not a location for social events. We are funded by membership funds and grants so we have an obligation to our stakeholders to make sure that we are good stewards of the resources and the wonderful facility that HGRESA remodeled and now leases. We exist to provide professional guidance and services to our member districts.

We reserve the right to review requests case by case. We reserve the right to not honor all requests. Questions that are considered: Is the event member district initiated? How is this event helping our leaders, teachers, and other staff increase academic achievement for PreK - 12th grade students? Is the event tied to professional learning for leaders, teachers, and other staff? Does the event embrace one of the identified areas of the state-wide RESA mission?

Cost Information

Member Districts:

There is no cost for using rooms for district initiated educational events that are tied to professional learning. **However, if the event is after hours or on Saturdays, there will be a cost to address staff, technology, and custodial assistance fees.**

If the meeting is for a grant sponsored event for the district that allows for project implementation, project completion, area rental, on-call tech support, tech hardware and tools, copying fees, additional deep-clean fees, set-up and/or clean-up fees, maintenance fees, workshop support, etc. then **fees will be charged**. Users are respectfully requested to keep the areas clean and professional looking, treating the area just like they would their homes or schools.

Grant Funded Agencies, Organizations, Groups, Events that are academically focused: If your event is district initiated and is sponsored by a grant, then **we request that fees be paid**. Most grants allow for rental fees or for the following: project implementation, project completion, area rental, on-call tech support, tech hardware and tools, copying fees, additional deep-clean fees, set-up and/or clean-up fees, maintenance fees, workshop support, etc. These fees help to offset daily maintenance and upkeep costs which can be costly, as well as use of the technology which is provided by grant resources and

supplies. To inquire about costs, please email connieahowell@gmail.com.

If a for-profit company reaches out to us for using the facility (one that works with or trains district staff members), then a **fee will be charged**, since this is not district initiated.

If educational state agencies request to use the facilities and there are no district member representatives from the 10 school districts included in the training, **fees will be charged**. Anytime fees are allowed, these will be charged.

Requested Protocols

Since there are no costs for district initiated events, we need help from facility users in protecting the carpet and tables. We respectfully request that tables and chairs not be moved from the set-up. This reduces the wear and tear of tables and prevents SNAGS in the carpet. Pulling the tables and chairs tears the carpet, and we have no dedicated remodeling funds.(Several permanent carpet tears have occurred as a result of pulling tables.) Select a room where the set-up works for the presentation. We only have help a few hours per week which does not provide time for moving tables and chairs. Presenters, facilitators, or requesters, should ask participants to neatly place chairs under the tables at the end of the session. Thanks for your help in respecting these requests.

The "plastic" surfaces of the tables scratch very easily when rough type materials are used. If your event involves items and materials that scratch surfaces, the requester **MUST** bring table covers to protect the table surfaces. A few of the tables have permanent, very noticeable scratches from items that were brought in from presenters. We respectfully ask all requesters to help us avoid any further damages to surfaces. The table coverings will prevent these permanent scratches.

Please begin events at 8:30 or later and try to end the event no later than 3:30. The building does not open until 8:00 and closes at 4:00 but staff members have to clean up by 4:00.

General Information

All rooms have a computer and projection device. If other items are needed, please include this on the request form. It is suggested that PowerPoints be emailed a few days before the event so that everything can be ready upon arrival.

Please check the Google PL Calendar a few times before the scheduled event. <https://register.hgresa.org/index.php/calendar> (Click agenda on the right.) This calendar keeps RESA staff members and the individual or group members on the same page with scheduled events.

If the event is a large event (over 35) and it is NOT on the calendar a week after requesting, the requester should be concerned and immediately contact connieahowell@gmail.com or call 478.230.1979. Since there are only two large rooms (D32 and A8), these are frequently requested. There are several small rooms, so we can usually meet small group needs rather quickly.

We ask for your patience and understanding in acknowledging that no matter how organized we are, and no matter how hard we try to meet all of the needs coming our way from 10 districts (around 40 schools, serving around 20,000 students), mistakes are going to happen. We will try to correct errors when possible.

It is important for requesters to have a BACK-UP plan due to situations out of our control like air conditioning, heating challenges, no internet, no electricity, etc. It is IMPERATIVE that you have a plan for another location or a back-up date, possible different format like a Zoom platform, and a plan for communicating that information quickly to attendees.

It is also important that the rooms be left neat, organized, and professional looking. Please use the old saying to guide the protocols: Leave it better than you found it. Keeping a building of this size clean, organized, neat, professional, and always ready to go takes a HEART team! Remember this building belongs to all member districts; therefore, we want to keep it in the best condition possible for visitors. Thanks for caring!

Together we can continue to have a professional learning center that member district members can be proud of which is clean, organized, professional looking, technology equipped, and always ready to go.

Everything we do is done **RIGHT from OUR HEART** to help our 10 districts: Bleckley, Dodge, Dublin City, Laurens, Montgomery, Pulaski, Telfair, Treutlen, Wheeler, and Wilcox.