



<p>Workforce Investment Act (WIA) Operating Policy #12-01</p>

Subject: **Region 2000 Workforce Center Facility Usage**

Date of Issuance: **February 2013**

As a service to the workforce development community, the Region 2000 Workforce Investment Board makes its meeting rooms and other spaces at the Workforce Center available for use by employers, community agencies, and other interested parties for workforce development-related events and activities. Meetings, activities or events must not be conducted for the purpose of selling any product or program or to make any for-profit financial exchanges. A meeting request must be made in advance by the requesting party. Space is available on a first-come, first-serve basis.

While there is no charge to use the room, a minimum \$50.00 fee will be charged for any extraordinary repairs or cleaning needed for meeting facilities, furniture, carpet or equipment and/or if the room is not returned to its original set up and condition. A notice will be sent to the party reserving the facility of any fees assessed no less than 10 days after the event.

The following conditions for room and facility use must be observed:

1. Meetings must be scheduled in advance due to constraints with space availability. Please call 434-455-5940, or email Robin Peade at peader@cvcc.vccs.edu.
2. Any equipment needs should be identified when making a reservation. Not all requests may be accommodated.
3. Anyone scheduling a meeting will need to provide their own food, coffee, drinks, supplies, room set up and clean up of rooms. Furniture that has been moved for a meeting should be placed back. Trash should be removed by the group holding the meeting as the trash is not taken out daily by cleaning services of the Center. Catering is not the responsibility of the Center staff.