

Facility Policies and Procedures
Use and Operation of the Baker Teacher Leader Center (BTLC) for
Entities Internal and External to the College of Education

I. Purpose of the BTLC and Address

The primary purpose of the Baker Teacher Leader Center (BTLC) is to serve as a catalyst for lifelong learning, professional growth, and innovative practices in education. All events and activities held in the BTLC are prioritized to support this mission.

The BTLC is located in Lindquist Center, 240 South Madison Street, Iowa City on the lower level of the North building.

II. Scheduling/Priority of Use

The Baker Teacher Leader Center is responsible for scheduling. COE activities will take precedence over other departments, units, and organizations. Thus, if another entity has a specific space reserved and a College of Education function is later scheduled that requires the same space, the other entity may need to seek an alternative site. Due to a scheduling emergency, BTLC staff will assist in locating an alternative space.

The event must be appropriate for and suited to the size, structure, and purpose of the Baker Teacher Leader Center. To best utilize the space available, the COE/BTLC reserves the right to relocate an event, based on actual space requirements, making every effort to find an appropriate alternative site and providing as much advance notice as possible. An event may be refused if it would cause undue conflict with another scheduled event.

III. Requesting Space in the Baker Teacher Leader Center

TLC-COMMONS: approximate seating: 30; screen monitor and computer hookup available

N111 CONFERENCE ROOM: approximate seating: 16; screen monitor and computer hookup available

TLC-PROFESSIONAL DEVELOPMENT AREA (PDA), N116: approximate seating: 62; screen monitor and computer hookup available

Requests for use of BTLC spaces are made by submitting a form through workflow:
<https://workflow.uiowa.edu/form/LindquistRooms>.

1. Requests are processed by the Teacher Leader Center (tlc@uiowa.edu or 319-335-1923)
2. Calendar confirmations are sent once the room reservations have been approved.
3. Changes to the event can be made by contacting tlc@uiowa.edu.
4. Marketing for the event should not begin until the reservations have been confirmed.

IV. Lindquist Center Classrooms

Lindquist Center classrooms may be used by University of Iowa entities outside the COE, as well as organizations external to The University of Iowa. Classrooms are reserved through Ad Astra or by selecting the "Request a Classroom" link at the bottom of this page: <https://registrar.uiowa.edu/classroom-scheduling>. Classroom availability can be seen by clicking on the "Astra Schedule Guest Viewer" button on this same page, selecting "University Classrooms Scheduling Grid" and maneuvering to the Lindquist Center and your preferred date. Please note that TILE classrooms require pre-scheduled training and are reserved through a separate link. <https://classrooms.uiowa.edu/spaces/tile>

The use should be academic or educational in nature. Approval will be granted if the proposed use does not interfere with the teaching, research, and professional activities of the College of Education community.

Generally, efforts at selling commercial products or services to students and staff are prohibited. Recognized student organizations may sell products or services produced by outside vendors upon prior approval by the Dean of Students/Director of the BTLC or their designees. The Dean/Director or their designees may approve a commercial solicitation from an entity external to the University.

VI. Applicable Fees (External to University)

A fee may be charged (at the discretion of the Dean/Director or their designee) to any group, organization or individual professional regardless of affiliation if custodial services are required or after-hours access is not requested prior to the event and university services are needed to unlock the facility. (Rates are determined by Facilities Management based on overtime custodial costs and by the Department of Public Safety for after-hours facility access.)

VII. Other BTLC Policies and Information

1. All sponsors of an event must be identified. The sponsoring organization assumes responsibility for payment of the applicable fees associated with use of the facility.
2. Groups may be instructed to make public disclaimers in any advertising that their events or activities are not sponsored or endorsed by the COE or the University.
 - a. Signage or digital signage in the building may be requested to be revised to indicate this. Policies for digital signage can be found here: <https://education.uiowa.edu/student-experience/education-technology-center/digital-signage>
3. University of Iowa and COE building staff reserve the right to enter any room for the purpose of inspection, repair, or emergency.
4. Users are expected to comply with all federal, state, UI rules and policies, local laws and ordinances.
5. Lost, stolen, or damaged property is not the responsibility of the BTLC/COE. A fee will be assessed on the user's bill if any items belonging to the BTLC/COE are removed from the building by anyone attending their event. This could also result in not being able to reserve College of Education space in the future.

6. Users will clean the room(s), remove trash, and return furniture to its original location. If the room is not returned to its original condition, the group will be charged for services required to correct the problem and may be denied use of BTLC/COE in the future.
 - a. Trash must be placed in the dumpster behind the Lindquist Center. After-hours food on weekends will require the reserver to fully clean the space or pay custodial charges. COE administration requires 7-day advanced notice to reserve custodial services.
7. Paid parking for events in the BTLC is available in several areas.
 - a. Please click [this link](#) for parking guidance.