

# Johnson County Winter Shelter Building Use Policy

The Winter Shelter building, located at 340 Southgate Avenue, Iowa City, is secondarily for the use of the contributing governmental entities listed in the 28E Agreement dated March 19, 2020: City of Iowa City, City of Coralville, City of North Liberty, and Johnson County. The use of the building is generally not intended to be used by other government entities, or not-for-profit organizations. Exceptions may be made on a case-by-case basis by the Chairperson of the Board of Supervisors. Exceptions may be considered if the proposed use is not in conflict nor incompatible with GuideLink Center functions, and a County employee/elected official has agreed to be responsible for the scheduling request, to provide general oversight, and to secure the building.

The GuideLink Center campus is primarily a clinical and therapeutic environment and any accessory uses of the facilities, parking areas, and grounds should not conflict with nor distract from patient care. The primary purpose of the Winter Shelter is to provide shelter during the cold weather months for persons who are unable to utilize the primary Shelter House facility. Because of this use, and the variability of the onset and ending of cold weather, no requests for Winter Shelter use will be considered during the period of November 15 through April 15. The Winter Shelter is reserved for the use of Shelter House as described in their annual lease agreement with the County. The GuideLink Center Executive Director may deny requests for use of the Winter Shelter due to potential conflicting or incompatible activities.

## Process to request use of the Winter Shelter building:

1. Send email request to Board of Supervisors Office staff by emailing [BOsoffice@johnsoncountyiowa.gov](mailto:BOsoffice@johnsoncountyiowa.gov) at least two weeks prior to the event. Include:
  - a. A brief overview of what the building will be used for
  - b. Number of attendees.
  - c. Date and time of the event; and
  - d. Date and time that access to the facility is needed for setup prior to the event.
2. The requestor is responsible for any room setup or teardown.
3. The requestor's onsite parking needs should not exceed the number of spaces available at 340 Southgate Avenue. Winter Shelter users should not park at 300 Southgate Avenue, as those parking spaces are needed for patients, staff and visitors.
4. The requestor may not exceed the capacity of the facility, which seats 72 people.
5. Board Office staff will contact requestor with further instructions.

## Internal administrative process:

1. The Johnson County Board Office Administrative Assistant will maintain a calendar of the Winter Shelter schedule.
2. When an email request is received, the Administrative Assistant will check to see if the Winter Shelter is available.
  - a. If it is not, email the requestor back that the date/time is not available.
  - b. If it is available, ensure all information listed in the external process is included.
3. Once all information is obtained, the Administrative Assistant:
  - a. Adds event to the Winter Shelter calendar schedule.
  - b. Emails the GuideLink Center Executive Director with details of the request, for review and approval/denial based upon the provided overview of what the building will be used for.
  - c. Receives approval from the GuideLink Executive Director and submits a work order to the Facilities Department with date and time to unlock the Winter Shelter, date and time to lock and provide custodial services after the event.
  - d. Emails the requestor that the Winter Shelter is available/unavailable, including instructions for accessing the building.

## Available Parking spaces at 340 Southgate Avenue:

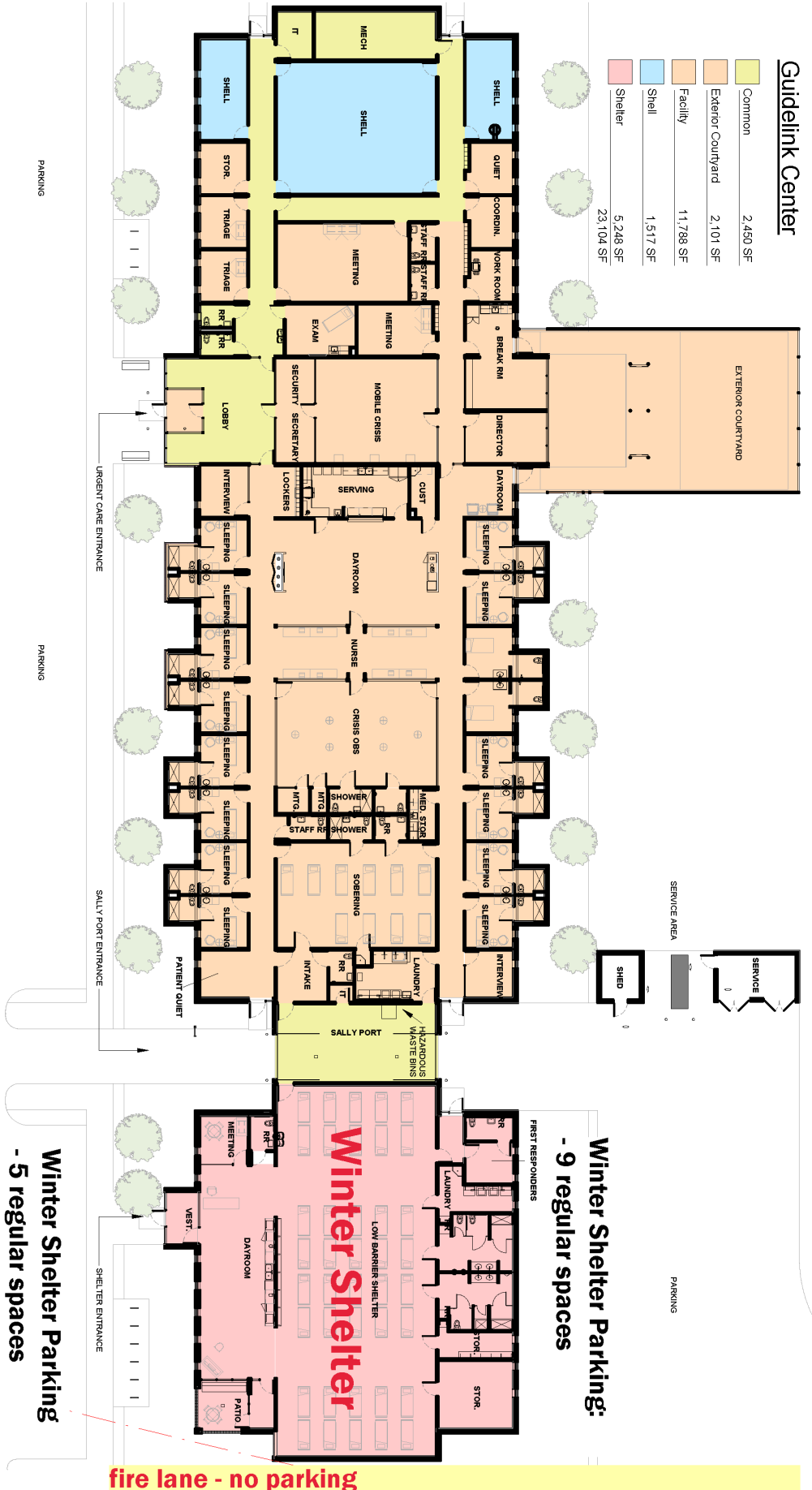
- South (front) of facility: 5 regular spaces, 1 accessible parking space
- North (back) of facility: 9 regular spaces
- No parking is allowed in the fire lane behind the facility

## Building Amenities:

- Square footage of facility: 5,248
- Seats 72 people
- 10 six-person rectangle tables, including 60 chairs
- 3 four-person round tables, including 12 chairs
- foyer: kitchen space (1 dishwasher, 2 small under-counter refrigerators, double sink, telephone)
- small meeting room for 4 off foyer
- small patio off foyer
- 1 bathroom off foyer (1 stall)
- 1 men's bathroom (1 accessible stall, 1 regular stall, 1 shower)
- 1 women's bathroom (1 accessible stall, 1 regular stall, 1 shower)

# Guidelink Center

Common	2,450 SF
Exterior Courtyard	2,101 SF
Facility	11,738 SF
Shell	1,517 SF
Shelter	5,248 SF
	23,104 SF



**Winter Shelter Parking:**  
- 9 regular spaces

**Winter Shelter Parking:**  
- 5 regular spaces  
- 1 accessible space

**fire lane - no parking**

**NEUMANN MONSON ARCHITECTS**  
JOHNSON COUNTY ACCESS CENTER  
18.040  
06/12/2020

PLAN DIAGRAM



PR003



▲above: meeting space ▼below: foyer/kitchen/small patio

