ICN sites are permitted to charge up to $12.50 per hour for use of the ICN site for actual hours of ICN time scheduled (exception: K-12 users or uses may not be charged for use of site between hours of 7:00 a.m. to 5:00 p.m., Monday - Friday). It is the responsibility of the site to bill the user of the site.

The room use fees are separate from the ICN line charges which are billed directly by ICN to the originator of the reservation.

Your school has the option to bill or waive the room use fees. These allowable room use fees were established to permit schools to recover “operating costs” directly related to providing the site such as utilities, equipment, maintenance, etc.

You must have a Login and Password.

1. Go to: http://www.icnvoss.state.ia.us/tcreliance/login.jsp

2. Enter your Username and Password as assigned by your regional scheduler.

3. Click on Reports in the top menu bar.
4. Select Room Use Bill under the Report column.

5. Complete the Room Use Bill form.
   a. Select REGION 10 for the Region.
   b. Select K-12 for the Facility.
   c. Enter your node number. If you don’t know your node number, click on the Update Site List Button and choose your site from the drop down box.
   d. Enter a Begin Date and an End date using the date format of: mmddyyyy
   e. Click on the Generate Report button.

6. The Room Use Bill report will open in your browser window in the same format as the Schedule by Site. This can be printed, e-mailed or saved in various formats.
   a. Most school districts have their own billing system, so the report page(s) could be given to the person who creates the invoices for your institution.
7. Remember, you are permitted to charge up to $12.50 per hour for use of your ICN site for actual hours of ICN time scheduled (exception: K-12 users or K-12 uses may not be charged for use of site between hours of 7:00 a.m. to 5:00 p.m., Monday - Friday).

8. There are a couple of ways to determine if the ICN session is by a K-12 user or for a K-12 use.
   a. Check the billing address to see if it is a K-12 school, IPTV or Department of Ed.
   b. Check a Reservations Report to see the Audience.

9. To check the Reservations Report, go to the Report menu and click on the Reservations link under the Reports column.
   a. Enter the Reservation Number and click on the Generate Report button. The Reservation Number can be found on the Room Use Bill. (It is listed as Res.#)
   b. In this case, K-12 Educators/Administrators is listed in the Audience area, so you would not be able to bill. Other K-12 uses would include the Audience description of 9-12 Students or PK-8 Students.
   c. Do not send a bill when “Test” is listed as the Reservation or class title.