

Conference Rooms on the Iowa Capitol Complex

IAC 11—100.4(8A) Use and scheduling of capitol complex facilities. 100.4(1) Scheduling conference rooms. Conference rooms, auditoriums and common areas within the capitol complex are for use by state agencies, boards and commissions for authorized purposes only. Arrangements may be made by contacting the agency responsible for scheduling the facility. The Dept. of administrative services is responsible for scheduling all common areas not under control of other agencies. Questions about usage shall be resolved by the director of the responsible agency. General questions about scheduling may be directed to the Dept.'s customer service center at (515)242-5120 opt. 3. Email updates to suzy.trotter@iowa.gov

When using a Capitol Complex Conference Room, please do not use tape on any surface of the room and restore the room to the conditions it was upon arrival. Thank you for your cooperation.

Table of Conference Rooms

BUILDING	DEPT./ AGENCY	CONFERENCE ROOM NUMBER	CONTACT NAME	CAPACITY ROOM SET UP	Wi-Fi	FOOD/ DRINK ALLOWED	NOTES
CAPITOL	House of Representatives	G15	Jason Chapman Meghan Nelson	49	Yes	Yes	Reservation subject to cancellation when Legislature requires the use of the room. Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	House of Representatives	G19	Jason Chapman Meghan Nelson	49	Yes	Yes	Reservation subject to cancellation when Legislature requires the use of the room. Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	House of Representatives	103	Jason Chapman Meghan Nelson	90	Yes	Yes	Reservation subject to cancellation when Legislature requires the use of the room. Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	House of Representatives	102	Jason Chapman Meghan Nelson	70	Yes	Yes	Reservation subject to cancellation when Legislature requires the use of the room. Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	Senate	222	Caroline Warmuth	75	Yes	No	Monday - Thursday: Senate use only. Reservation subject to cancellation when Legislature requires the rooms. Polycom phone available upon request at time of reservation.
CAPITOL	Senate	224	Caroline Warmuth	30	Yes	No	Monday - Thursday: Senate use only. Reservation subject to cancellation when Legislature requires the use of the room. Polycom phone available upon request at time of reservation.
GRIMES	Dept. of Education	100	Hollie Welch	~ 60	Yes	Yes	Email request for use of the room to: idoie.conference@iowa.gov Reservations no more than 3 months prior to event
GRIMES	Dept. of Education	50	Hollie Welch	~ 30	Yes	Yes	Email request for use of the room to: idoie.conference@iowa.gov Reservations no more than 3 months prior to event
GRIMES	ICN	NE Corner	Lori Larsen	20	No	Yes	Email request for use of the room to: Lori.Larsen@icn.state.ia.us There is a computer, but there is not a guest login. Guests need Wi-Fi approval prior to the meeting.
GRIMES	Dept. of Education	ICN Room	Hollie Welch	~ 45	Yes	Yes	Email request for use of the room to: idoie.conference@iowa.gov Reservations no more than 3 months prior to event
HOOVER	Dept. of Health and Human Services	B Level 30	Courtney Bushell or Natalie Bryant	8	Yes	Yes	Computer is HHS Network Only

HOOVER	Dept. of Health and Human Services -	B Level 32	Courtney Bushell or Natalie Bryant	10	Yes	Yes	Computer is HHS Network Only
HOOVER	Dept. of Administrative Services	B-Level 9	Susan Churchill Becky Coffin	20	Yes	Yes	For use by Dept. of Administrative Services Enterprises only. Currently, the room has 20 tables with only one chair per table; with more chairs, the room could seat 40.
HOOVER	Dept. of Administrative Services	B-Level 10	Susan Churchill Becky Coffin	6	Yes	Yes	For use by Dept. of Administrative Services Enterprises only.
HOOVER	Dept. of Administrative Services	A-Level 4	Susan Churchill Becky Coffin	8 boardroom	Yes	Yes	For use by Dept. of Administrative Services Enterprises only.
HOOVER	Dept. of Administrative Services	A-Level 5	Kelli Seales Mary DeVries pds@iowa.gov Susan Churchill	50 classroom	Yes	Yes	Outside agencies cannot reserve more than month in advance. A-Level 5 & 6 can be opened for one large room. Email request for use of room to pds@iowa.gov.
HOOVER	Dept. of Administrative Services	A-Level 6	Kelli Seales Mary DeVries pds@iowa.gov Susan Churchill	50 classroom	Yes	Yes	Outside agencies cannot reserve more than month in advance. A-Level 5 & 6 can be opened for one large room. Email request for use of room to pds@iowa.gov.
HOOVER	Dept. of Administrative Services	A-Level 7	Susan Churchill Becky Coffin	20	Yes	Yes	Email request for use of the room to susan.churchill@iowa.gov.
HOOVER	Department of Revenue	104A	Darina Petkova	16 classroom			Email request for use of the room to: mary.mosiman@iowa.gov or darina.petkova@iowa.gov Room guidelines will be provided prior to use Meeting attendees without IDR badge access will require an escort 104A & 104B can be opened for one large room - technology is independent in each room
HOOVER	Department of Revenue	104B	Darina Petkova	16 boardroom			Email request for use of the room to: mary.mosiman@iowa.gov or darina.petkova@iowa.gov Room guidelines will be provided prior to use Meeting attendees without IDR badge access will require an escort 104A & 104B can be opened for one large room - technology is independent in each room
HOOVER	Attorney General	O'Connor	Annie Adamovicz	20	No	Yes	7-day advance reservation required
IUB/OCA	Iowa Utilities Board	1	Sadi Reiman	20	Yes	Yes	e-mail request to sadi.reimann@iub.iowa.gov Room guidelines will be provided prior to use. Rms.1 & 2 can be opened for one large room. Reservation subject to cancellation when IUB requires the use of the room.
IUB/OCA	Iowa Utilities Board	2	Sadi Reiman	20	Yes	Yes	e-mail request to sadi.reimann@iub.iowa.gov Room guidelines will be provided prior to use. Rms.1 & 2 can be opened for one large room. Reservation subject to cancellation when IUB requires the use of the room.
JESSIE PARKER	Dept. of Corrections	129	Abby Williams	25	Yes	Yes	Email request for use of the room to: abigail.williams@iowa.gov Room may be reserved no more than 30 days in advance bring markers for white board

JESSIE PARKER	Dept. of Corrections	130	Abby Williams	25	Yes	Yes	Email request for use of the room to: abigail.williams@iowa.gov Room may be reserved no more than 30 days in advance bring markers for white board
JESSIE PARKER	Public Employment Relations Board	PERB	iaperb@iowa.gov	10	Yes	Yes	Email request for use of the room to: iaperb@iowa.gov. The PERB Law library may be reserved no more than 30 days in advance. Reservations are subject to cancellation when PERB requires the use of the room. No long distance calls.
JUDICIAL	Judicial	116	Tina Schweitzer	10	Yes	Yes	Email request for use of the room to: tina.schweitzer@iowacourts.gov Rms. may be reserved no more than 30 days in advance Reservation subject to cancellation when Judicial offices require the use of the room.
JUDICIAL	Judicial	165	Tina Schweitzer	20	Yes	Yes	Email request for use of the room to: tina.schweitzer@iowacourts.gov Rms. may be reserved no more than 30 days in advance Reservation subject to cancellation when Judicial offices require the use of the room.
JUDICIAL	Judicial	Auditorium	Tina Schweitzer	49	Yes	No	Email request for use of the room to: tina.schweitzer@iowacourts.gov Rms. may be reserved no more than 30 days in advance Reservation subject to cancellation when Judicial offices require the use of the room.
OLA BABCOCK MILLER	State Library	310	Linda Choate	24	Yes	Yes	Reservation requests will be submitted online at State Library of Iowa https://www.statelibraryofiowa.gov/index.php/state-employees/services/meeting-room
OLA BABCOCK MILLER	Legislative Services	300	Eileen Long	30	Yes	Yes	
ORAN PAPE BUILDING	Dept. of Public Safety	125	Naomi McDanel	16+16 @ table	No	Yes	Email request for use of the room to: mcdanel@dps.state.ia.us
STATE HISTORICAL	Department of Administrative Services	Auditorium	Meg Witt	245	Yes	No	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees. Business hour events: \$800 full day, \$480 half day
STATE HISTORICAL	Department of Administrative Services	Goldfinch Classroom	Meg Witt	60-125	Yes	Yes	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees. During business hours \$100/hour. Projector included in rental for state agencies. 60 for meetings, 125 for lunches
STATE HISTORICAL	Department of Administrative Services	Geode Classroom	Meg Witt	50	Yes	Yes	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees. During business hours \$80/hour. Projector included in rental for state agencies.
STATE HISTORICAL	Department of Administrative Services	Wild Rose Classroom	Meg Witt	45-60	Yes	Yes	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees. During business hours \$80/hour. Projector included in rental for state agencies.
STATE HISTORICAL	Department of Administrative Services	Tone Boardroom	Meg Witt	12	Yes	Yes	For use by Dept. of Administrative Services/State Historical Society only
STATE HISTORICAL	Department of Administrative Services	Executive Conference Room	Meg Witt	15	Yes	Yes	For use by Dept. of Administrative Services/State Historical Society only

STATE LABRATORIES	Dept. of Criminal Investigation	207	Nicole Schwalbach	30	Yes	Yes	Rms. 207, 208, & 209 can be opened for one large room. Maximum seating capacity with tables is 75. Room has roll-down projector screen, but no built-in AV system. Email request for use of the room to: schwalba@dps.state.ia.us
STATE LABRATORIES	Dept. of Criminal Investigation	208	Nicole Schwalbach	30	Yes	Yes	Rms. 207, 208, & 209 can be opened for one large room. Maximum seating capacity with tables is 75. Room has roll-down projector screen, but no built-in AV system. Email request for use of the room to: schwalba@dps.state.ia.us
STATE LABRATORIES	Dept. of Criminal Investigation	209	Nicole Schwalbach	30	Yes	Yes	Rms. 207, 208, & 209 can be opened for one large room. Maximum seating capacity with tables is 75. Room has roll-down projector screen, but no built-in AV system. Email request for use of the room to: schwalba@dps.state.ia.us
STATE LABRATORIES	Dept. of Criminal Investigation	Training Lab	Nicole Schwalbach	20	Yes	Yes	High-top tables with elevated seats. Tables cannot be moved. No projector screen or AV equipment. Email request for use of the room to: schwalba@dps.state.ia.us
WALLACE	Dept. of Administrative Services	Auditorium	Suzy Trotter	283	No	No	Email request for use of the room to: capitol.complex.events@iowa.gov
WALLACE	Dept. of Ag. and Land Stewardship	1st Fl.	Receptionist	30	Yes	Yes	30-day advance reservation required
WALLACE	Dept. of Ag. and Land Stewardship	2nd Fl.	Receptionist	30	Yes	Yes	Reserved for IDALS staff from October through November
WALLACE	Dept. of Natural Resources	4th Fl. East	Alicia Plathe	25	Yes	Yes	Meeting attendees without Wallace Bldg. badge access will require a guest badge or escort. West & East can be opened for one large room 1-day advance reservation required
WALLACE	Dept. of Natural Resources	4th Fl. West	Alicia Plathe	25	Yes	Yes	Meeting attendees without Wallace Bldg. badge access will require a guest badge or escort. 4 West & 4 East can be opened for one large room
WALLACE	Dept. of Natural Resources	5th Fl. East	Alicia Plathe	25	Yes	Yes	Meeting attendees without Wallace Bldg. badge access will require a guest badge or escort. 4 West & 4 East can be opened for one large room
WALLACE	Dept. of Natural Resources	5th Fl. West	Alicia Plathe	25	Yes	Yes	Meeting attendees without Wallace Bldg. badge access will require a guest badge or escort. 5 West & 5 East can be opened for one large room