IAC 11—100.4(IA) 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.

https://www.legs.lowa.gov/doc/sc/ch/ptept/101-812-812031.110.0pdf

COMMISSION   Name   N	wh	-l66						4 l							
Marie   Mari			1							1	1	T1//	1 1	FOOD / DRINK	
March   Marc	BUILDING		DEPT./ AGENCY	CONTACT NAME			POLYCOM		Wi-Fi	PROJECTOR	COMPUTER		WHITE BOARD		NOTES
March   Marc	CAPITOL					49	No		Yes	No	No	No	No	Yes	
Marie   Mari										ļ			+ -		
March   Marc	CAPITOL					49	No		Yes	No	Yes	Yes	No	Yes	
Second   Person	CAPITOL					90	No		Yes	No	No	No	No	Yes	
Marie   Mari													+		
Composition   Process	CAPITOL					70	No		Yes	No	Yes	Yes	No	Yes	
Series (1964) (1		2nd Fl.						phone jack							
Part	CAPITOL		Senate	Caroline Warmuth	281-5307	/5	No	available	Yes	No	No	No	No	No	
March   Marc		2nd El						nhone iack							
Marie   Mari	CAPITOL		Senate	Caroline Warmuth	281-5307	30	No		Yes	No	No	No	No	No	
Marie   Mari		Basement													
March   Marc	GRIMES		Dept. of Education	Hollie Welch	281-5293	~ 60			Yes			Yes	No	Yes	
Main	GRIMES		Dept. of Education	Hollie Welch	281-5293	~ 30			Yes			Yes	No	Yes	
Marie   Mari										1			1		
1	GRIMES		ICN	Lori Larsen	725-4713	20	Yes	upon request	No	Yes	No	No	Yes	Yes	There is a computer, but there is not a guest login.
Mary					1					1			1		
Model   Mode	GRIMES			Hollie Welch	281-5293	~ 45			Yes			No	Yes	Yes	
March   Marc		B Level		Courtney Bushell or	515-443-0127 or	_									
	HOOVER	Room 30		Natalie Bryant	515-256-4640	8	No	No	Yes	Yes	Yes	Yes	No	Yes	Computer is HHS Network Uniy
Second   S		D. Loved		Courteeu Bushell or	E1E 443 0137 or										
Second   S	HOOVER					10	No	No	Yes	Yes	Yes	Yes	No	Yes	Computer is HHS Network Only
No.				,						1			1		
Part	HOOVER					20	No	No	Yes	No	Yes	Yes	No	Yes	
No.		KIII 9	services	Becky Collin	201-3009										table, with more chairs, the room could seat 40.
Marcol   M	HOOVER					6	No	No	Yes	No	Yes	Yes	No	Yes	For use by Dept. of Administrative Services Enterprises only.
No.   Part   Service   S		Rm 10	Services	Becky Coffin	281-5889										, 4,
March   Marc	HOOVED		Dept. of Administrative	Susan Churchill	281-3351	8	No	No	Vac	No	Vec	Vec	No	Voc	Facusa lu. Dant of Administrativa Consissa Enterprises only
Actual   Security	HOOVER	Rm.4	Services	Becky Coffin		boardroom	NO	NO	ies	NO	res	res	NO	res	For use by Dept. or Administrative Services Enterprises only.
Second   S															
	HOOVER				281-5456		No	No	Yes	No	Yes	Yes	No	Yes	
Activation   Activation   Activation   Services   Ser		KIII. 3	Services	Susan Churchill	281-3351	Classicom									request for use of fourit to puseriowa.gov.
Marco   Marc															
March   Marc	HOOVER				281-5456		No	No	Yes	No	Yes	Yes	No	Yes	
## No.   Part   Services   Bedy Coffin   281-5889   20   No.   No.   Ves   No.   Ves   No.   Ves   Transl request for use of the room to search includificious gover during personal process. The process of the process		11111.0	Scrvices		281-3351	ciassicom									request of the of four to pase on a gov.
16   16   17   16   16   16   16   16	HOOVED	A-Level	Dept. of Administrative	Susan Churchill	281-3351	20	No	No	Vac	No	Vec	Vec	No	Voc	Email request for use of the room to succe shurshill Gious agus
HOUVER No. 10AA Department of Revenue Durina Petitoria Type 8001 Separtment of Revenue Durina Petitoria Separtment of Revenue Durina Petitoria Separtment of Revenue Durina Petitoria Type 8001 Separtment of Revenue Durina Petitoria Separtment of Revenue Separtment of Re	HOOVER	Rm. 7	Services	Becky Coffin	281-5889	20	NO	NO	ies	NO	res	res	NO	res	Email request for use of the room to susant.churchini@iowa.gov.
HOOVER No. 10 Department of Revenue Davina Petalows 276-8001 Classroom I and edistroom I and edistroom I and edistroom I and the provided prior to use. Room I and the provided prior to use the provided prior to use. Room I and the provided prior to use the provided prior to use. Room I and the provided prior to use the provided prior to use. Room I and the provided prior to use the provided prior to use. Room I and the provided prior to use the		1st Fl.													
HOOVER HOOVER HOOVER HIST FL HOOVER	HOOVER	Rm. 104A	Department of Revenue	Darina Petkova	776-8001					Yes					Room guidelines will be provided prior to use  Meeting attendees without IDR hadge access will require an escort
NOVER   131 Fi.   Rm.   1048   Department of Revenue   Darian Pelsona   776 801   16   Darian Pelsona   176 801						classroom									
HOUVER In 1.048 Department of Revenue Durina Petsova Pro-8000 Durina Petsova Duri															
HOUR INDEX NO. 1088 Partment of Revenue Darina Petsova 176-8001 bourdoom la bo															
HOOVER 2nd FL O'Connor Rm. Attorney General O'Connor Rm. Attorney General O'Connor Rm. Attorney General O'Connor Rm. Annie Adamovicz 2815166 20 Yes 2814767 No No No No No No Yes Yes Yes 7 day advance reservation required 1000 No Please submit requests through their filiable form LINKED TO THIS CELL.    Please submit requests through their filiable form LINKED TO THIS CELL.	HOOVER		Department of Revenue	Darina Petkova	776-8001					Yes					Meeting attendees without IDR badge access will require an escort
HOVER  Affine OCOMONE M.  Attorney General Attorney General Annie Adamovicz  281-5166  20  Yes 281-4767  No No No No No Yes Yes Yes 7 day advance reservation required  To day advance reservation elegency on the support for use. Room  No		KIII. 1045				boardroom									
OWA UTILITIES COMMISSION  Rm. 2  lowa Utilities Board  Sadi Reiman  725-7344  20  Yes  upon request  Yes  Yes  No  No  No  Yes  No  No  Yes  No  Rm. 2  lowa Utilities Board  Sadi Reiman  725-7344  20  Yes  upon request  Yes  Ves  No  No  No  Yes  No  No  Yes  No  Rm. 2  Rm. 2  lowa Utilities Board  Sadi Reiman  725-7344  20  Yes  upon request  Yes  Ves  No  No  No  No  No  Yes  No  Rm. 2  Rm. 12  Rm. 12  Dept. of Corrections  Abby Williams  725-7344  20  Yes  upon request  Yes  No  No  No  No  No  No  No  No  No  N		2nd Fl.								<u> </u>			1		
COMMISSION    Min.   Invaluation   Invaluati	HOUVER	O'Connor Rm.	Attorney General	Annie Adamovicz	281-5166	20	res	281-4/6/	NO	NO	NO	res	res	Yes	7 day advance reservation required
COMMISSION    Min.   Invaluation   Invaluati	IOWA UTILITIES														Please submit requests through their fillable form LINKED TO THIS CELL.
NOW AUTHITES COMMISSION  Rm. 2  Both Corrections  Abby Williams  725-7344  20  Yes  Upon request  Yes  Yes  No  No  No  No  Yes  No  Ro  Please submit requests through their fillable form LINKED TO THIS CELL. Please email sadd refinancial clowago with any questions. Room guidelines will be provided prior to use. Room can be opened for one large mone, Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large mone, Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large mone, Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large mone, Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large mone, Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large mone, Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large mone, Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large mone, Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large mone, Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large mone than 30 days in advance. Read-or subject to cancellation when IUC/OCA requires the use of the room large markets for white board  Frail request for use of the room to: lapse figures the use of the room.  INDICIAL  Rm. 165  Judicial  Tina Schweitzer  348-4880  20  Yes  Upon request  Yes  Yes  No  No  No  No  No  No  Ro  Ro  Ro  Ro		Rm. 1	Iowa Utilities Board	Sadi Reiman	725-7344	20	Yes	upon request	Yes	Yes	No	No	Yes	No	Please email sadi.reimann@iuc.iowa.gov with any questions. Room guidelines will be provided prior to use. Rooms.1 & 2
COMMISSION  Km. 2  Iova Utilities Board  Km. 129  Dept. of Corrections  Abby Williams  725-7344  20  Yes  upon request  Yes  No  No  No  Yes  No  No  No  Yes  No  No  Please email sadic eman @fuc_lowa gov with any questions. Room guidelines will be provided prior to use. Room can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large room. Reservation when IUC/OCA requires the use of the room can be opened for one large room. Reservation when IUC/OCA requires the use of the room can be opened for one large room room can be adopting and vance being markers for white board can be preserved for more than 30 days in advance being markers for white board can be read to can be desired to cancellation when IUC/OCA requires the use of the room. No															can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room.
COMMISSION  Km. 2  Iova Utilities Board  Km. 129  Dept. of Corrections  Abby Williams  725-7344  20  Yes  upon request  Yes  No  No  No  Yes  No  No  No  Yes  No  No  Please email sadic eman @fuc_lowa gov with any questions. Room guidelines will be provided prior to use. Room can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room can be opened for one large room. Reservation when IUC/OCA requires the use of the room can be opened for one large room. Reservation when IUC/OCA requires the use of the room can be opened for one large room room can be adopting and vance being markers for white board can be preserved for more than 30 days in advance being markers for white board can be read to can be desired to cancellation when IUC/OCA requires the use of the room. No	IOWA UTILITIES														Please submit requests through their fillable form LINKED TO THIS CELL.
PESSIF PARKER   Rm. 129   Dept. of Corrections   Abby Williams   725-5701   25   No   NA   Yes   No   No   No   No   Yes   Yes   Soom may be reserved no more than 30 days in advance   Final request for use of the room to: ablgall williams@lowa.gov	COMMISSION	Rm. 2	Iowa Utilities Board	Sadi Reiman	725-7344	20	Yes	upon request	Yes	Yes	No	No	Yes	No	Please email sadi.reimann@iuc.iowa.gov with any questions. Room guidelines will be provided prior to use. Rooms.1 & 2
JESSIE PARKER Rm. 129 Dept. of Corrections Abby Williams PERB PERB PUBLIC Employment Relations Board Rm. 116 Judicial Tina Schweitzer Am. 126 Judicial Tina Schweitzer Am. 127 JUDICIAL Rm. 165 Judicial Tina Schweitzer Am. 127 JUDICIAL Rm. 165 Judicial Tina Schweitzer Abby Williams A		-			-				-				1		
PERB   Public Employment Relations Board   Rm. 116   Judicial   Tina Schweitzer   348-4880   20   Yes   upon request   Yes   Yes   No   No   No   No   No   No   No   N	JESSIE PARKER	Rm. 129	Dept. of Corrections	Abby Williams	725-5701	25	No	NA	Yes	No	No	No	Yes	Yes	
JESSIE PARKER Rm. 130 Dept. of Corrections Abby Williams 725-5701 25 No															
FERS   PERS   PERS   PUBLIC Employment Relations Board   Ina Schweitzer   Judicial   Tina Schweitzer   Judicial   Judicial   Tina Schweitzer   Judicial   Tina Schweitzer   Judicial   Tina	IESSIE PARKER	Rm 130	Dent of Corrections	Abby Williams	725,5701	25	No	NΔ	Vos	No	No	No	Ves	Ves	
PERB Public Employment Relations Board i aperb@iova.gov 281-4414 10 Yes 725-7621 Yes No	JESSIE I AMMEN	1111. 130	Dept. or corrections	ADDY WINIGHTS	723 3701	17	140	107	103		110	140		163	bring markers for white board
## PERB Relations Board   aperb@iova.gov   281-4414   10   Yes   725-7621   Yes   No   No   No   No   No   No   No   N															
JUDICIAL  Rm. 16  Judicial  Tina Schweitzer  348-4880  10  Yes  upon request  Yes  Yes  No  No  No  No  No  No  No  No  No  N	JESSIE PARKER	PERB		iaperb@iowa.gov	281-4414	10	Yes	725-7621	Yes	No	No	No	No	Yes	
JUDICIAL Rm. 116 Judicial Tina Schweitzer 348-4880 10 Yes upon request Yes Yes No No No Yes 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   Tina Schweitzer   348-4880   20 Yes   Upon request   Yes Yes   No No No Yes   Rms. may be reserved no more than 30 days in advance   Email request for use of the room to: tina Schweitzer@lowacourts.gov			nciocionis board												No long distance calls .
Separation subject to cancellation when judicial offices require the use of the room.   Separation subject to cancellation when judicial offices require the use of the room.		D 445	1	T 5:1	240	4.5			, , , , , , , , , , , , , , , , , , ,						
JUDICIAL Rm. 165 Judicial Tina Schweitzer 348-4880 20 Yes upon request Yes Yes No No No No Yes Rms. may be reserved no more than 30 days in advance Rms. may be reserved no more than 30 days i	JUDICIAL	кт. 116	Judicial	Tina Schweitzer	348-4880	10	Yes	upon request	Yes	Yes	No	No	No	Yes	
Reservation subject to cancellation when Judicial offices require the use of the room.  Email request for use of the room to: tina.schweitzer@iowacourts.gov								1							Email request for use of the room to: tina.schweitzer@iowacourts.gov
Email request for use of the room to: tina.schweitzer@iowacourts.gov	JUDICIAL	Rm. 165	Judicial	Tina Schweitzer	348-4880	20	Yes	upon request	Yes	Yes	No	No	No	Yes	
		+	1	1	1			1	1						
	JUDICIAL	Auditorium	Judicial	Tina Schweitzer	348-4880	49	No	upon request	Yes	Yes	No	No	No	No	
Reservation subject to cancellation when Judicial Offices require the use of the room.		1		l	1			l	<u> </u>	1			1		Reservation subject to cancellation when Judicial offices require the use of the room.

IAC 11—100.4(BA) 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. https://www.legis.com/apo/1602-0512031.110.0pdf

When using a Capitol Comp	lex Conference Room,	, please do not use tape o	n any surface of the room	and restore the roo	m to the conditions	it was upon arr	ival. Thank you for	your coope	ation.					
BUILDING	CONFERENCE	DEPT./ AGENCY	CONTACT NAME	CONTACT	CAPACITY	POLYCOM	CONF RM.	Wi-Fi	PROJECTOR	COMPUTER	TV/	WHITE BOARD	FOOD/ DRINK	NOTES
OLA BABCOCK MILLER	ROOM 3rd Fl.	State Library	Linda Choate	PHONE # 281-8947	ROOM SET UP	No	PHONE #	Yes	Yes	Yes	Monitor Yes	No	ALLOWED	Reservation requests will be submited online at State Library of Iowa
OLA BABCOCK MILLER	Rm. 310 3rd Fl.	Legislative Services	Eileen Long	281-6766	30	Yes	281-6135	Yes	Yes	No	No	Yes	Yes	https://www.statelibraryofiowa.gov/index.php/state-employees/services/meeting-room
ORAN PAPE BUILDING	Rm. 300 1st Fl. Rm. 125	Dept. of Public Safety	Naomi McDanel	725-6000	16+ 16 @ table	Yes	725-6897	No	No	No	No	Yes	Yes	Email request for use of the room to: mcdanel@dps.state.ia.us
STATE HISTORICAL	Auditorium	Department of Administrative Services	Meg Witt	HistoricalBuilding. Rental@iowa.gov	245	No	N/A	Yes	Yes	No	No	No	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	Goldfinch Classroom, 1st floor	Department of Administrative Services	Meg Witt	HistoricalBuilding. Rental@iowa.gov	60-125	No	N/A	Yes	Yes	No	No	No	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	Geode Classroom, 1st floor	Department of Administrative Services	Meg Witt	HistoricalBuilding. Rental@iowa.gov	50	No	N/A	Yes	Yes	No	No	No	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	Wild Rose Classroom, 3rd floor	Department of Administrative Services	Meg Witt	HistoricalBuilding. Rental@iowa.gov	45-60	No	N/A	Yes	Yes	No	No	No	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	Tone Boardroom	Department of Administrative Services	Meg Witt	HistoricalBuilding. Rental@iowa.gov	12	Yes	N/A	Yes	No	Yes	Yes	No	Yes	For use by Dept. of Administrative Services/State Historical Society only
STATE HISTORICAL	Executive Conference Room	Department of Administrative Services	Meg Witt	HistoricalBuilding. Rental@iowa.gov	15	No	N/A	Yes	No	Yes	Yes	No	Yes	For use by Dept. of Administrative Services/State Historical Society only
STATE LABRATORIES	Rm. 207	Dept. of Criminal Investigation	Shawna Mordini	515-512-0007	30	No	725-1634	Yes	No	No	No	No	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	Rm. 208	Dept. of Criminal Investigation	Shawna Mordini	515-512-0007	30	No	no phone	Yes	No	No	No	No	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@dos.state.ia.us
STATE LABRATORIES	Rm. 209	Dept. of Criminal Investigation	Shawna Mordini	515-512-0007	30	No	no phone	Yes	No	No	No	No	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@dos.state.ia.us
STATE LABRATORIES	Training Lab	Dept. of Criminal Investigation	Shawna Mordini	515-512-0007	20	No	no phone	Yes	No	No	No	No	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	Auditorium	Dept. of Administrative Services	Suzy Trotter	281-7259	283	No	N/A	No	No	No	No	No	No	Email request for use of the room to: capitol.complex.events@iowa.gov
WALLACE	1st Fl.	Dept. of Ag. and Land Stewardship	Receptionist	281-5321	30	Yes	Yes	Yes	Yes	No	No	Yes	Yes	30 day advance reservation required
WALLACE	2nd Fl.	Dept. of Ag. and Land Stewardship	Receptionist	281-5321	30	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Reserved for IDALS staff from October through November
WALLACE	4th Fl. East	Dept. of Natural Resources	Alicia Plathe	515-313-8909	25	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Meeting attendees without Wallace Bidg. badge access will require a guest badge or escort Rms. West & East can be opened for one large room 1 day advance reservation require.
WALLACE	4th Fl. West	Dept. of Natural Resources	Alicia Plathe	515-313-8909	25	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Meeting attendees without Wallace Bldg. badge access will require a guest badge or escort  Rms. 4 West & 4 East can be opened for one large room
WALLACE	5th Fl.	Dept. of Natural Resources	Alicia Plathe	515-313-8909	25	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Meeting attendees without Wallace Bldg. badge access will require a guest badge or escort  Rms. 4 West & 4 East can be opened for one large room
WALLACE	5th Fl. West	Dept. of Natural Resources	Alicia Plathe	515-313-8909	25	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Meeting attendees without Wallace Bldg. badge access will require a guest badge or escort  Rms. 5 West & 5 East can be opened for one large room
	west	nesources		1								·		mins. 5 west of 5 cast can be opened for one large room

Email updates to

suzy.trotter@iowa.gov