

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. <https://www.legis.iowa.gov/docs/iac/chapter/10-18-2023.11.100.pdf>

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BUILDING	CONFERENCE ROOM	DEPT./ AGENCY	CONTACT NAME	CONTACT PHONE #	CAPACITY ROOM SET UP	POLYCOM	CONF RM. PHONE #	WI-FI	PROJECTOR	COMPUTER	TV/ Monitor	WHITE BOARD	FOOD/ DRINK ALLOWED	NOTES
CAPITOL	Ground Fl. Rm. G15	House of Representatives	Jason Chapman Meghan Nelson	281-4280 281-5383	49	No	phone jack available	Yes	No	No	No	No	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	Ground Fl. Rm. G19	House of Representatives	Jason Chapman Meghan Nelson	281-4280 281-5383	49	No	phone jack available	Yes	No	Yes	Yes	No	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	1st Fl. Rm. 103	House of Representatives	Jason Chapman Meghan Nelson	281-4280 281-5383	90	No	phone jack available	Yes	No	No	No	No	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	1st Fl. Rm. 102	House of Representatives	Jason Chapman Meghan Nelson	281-4280 281-5383	70	No	phone jack available	Yes	No	Yes	Yes	No	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	2nd Fl. Rm. 222	Senate	Caroline Warmuth	281-5307	75	No	phone jack available	Yes	No	No	No	No	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	2nd Fl. Rm. 224	Senate	Caroline Warmuth	281-5307	30	No	phone jack available	Yes	No	No	No	No	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	Basement Rm. 100	Dept. of Education	Hollie Welch	281-5293	~ 60			Yes			Yes	No	Yes	Email request for use of the room to: idoce.conference@iowa.gov Reservations no more than 3 months prior to event.
GRIMES	Basement Rm. 50	Dept. of Education	Hollie Welch	281-5293	~ 30			Yes			Yes	No	Yes	Email request for use of the room to: idoce.conference@iowa.gov Reservations no more than 3 months prior to event.
GRIMES	1st Fl. NE Corner	ICN	Lori Larsen	725-4713	20	Yes	upon request	No	Yes	No	No	Yes	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	2nd Fl. ICN Room	Dept. of Education	Hollie Welch	281-5293	~ 45			Yes			No	Yes	Yes	Email request for use of the room to: idoce.conference@iowa.gov Reservations no more than 3 months prior to event.
HOOVER	B Level Room 30	Dept. of Health and Human Services - Medicaid	Courtney Bushell or Natalie Bryant	515-443-0127 or 515-256-4640	8	No	No	Yes	Yes	Yes	Yes	No	Yes	Computer is HHS Network Only
HOOVER	B Level Room 32	Dept. of Health and Human Services - Medicaid	Courtney Bushell or Natalie Bryant	515-443-0127 or 515-256-4640	10	No	No	Yes	Yes	Yes	Yes	No	Yes	Computer is HHS Network Only
HOOVER	B-Level Rm 9	Dept. of Administrative Services	Susan Churchill Becky Coffin	281-3351 281-5889	20	No	No	Yes	No	Yes	Yes	No	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	B-Level Rm 10	Dept. of Administrative Services	Susan Churchill Becky Coffin	281-3351 281-5889	6	No	No	Yes	No	Yes	Yes	No	Yes	For use by Dept. of Administrative Services Enterprises only.
HOOVER	A-Level Rm.4	Dept. of Administrative Services	Susan Churchill Becky Coffin	281-3351 281-5889	8 boardroom	No	No	Yes	No	Yes	Yes	No	Yes	For use by Dept. of Administrative Services Enterprises only.
HOOVER	A-Level Rm. 5	Dept. of Administrative Services	Kelli Seales Mary DeVries pds@iowa.gov Susan Churchill	515-401-2389 281-5456 281-3351	50 classroom	No	No	Yes	No	Yes	Yes	No	Yes	Outside agencies cannot reserve more than month in advance. Rooms 5 & 6 can be opened for one large room. Email request for use of room to pds@iowa.gov .
HOOVER	A-Level Rm. 6	Dept. of Administrative Services	Kelli Seales Mary DeVries pds@iowa.gov Susan Churchill	515-401-2389 281-5456 281-3351	50 classroom	No	No	Yes	No	Yes	Yes	No	Yes	Outside agencies cannot reserve more than month in advance. Rms. 5 & 6 can be opened for one large room. Email request for use of room to pds@iowa.gov .
HOOVER	A-Level Rm. 7	Dept. of Administrative Services	Susan Churchill Becky Coffin	281-3351 281-5889	20	No	No	Yes	No	Yes	Yes	No	Yes	Email request for use of the room to susan.churchill@iowa.gov .
HOOVER	1st Fl. Rm. 104A	Department of Revenue	Darina Petkova	776-8001	16 classroom				Yes					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	1st Fl. Rm. 104B	Department of Revenue	Darina Petkova	776-8001	16 boardroom				Yes					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	2nd Fl. O'Connor Rm.	Attorney General	Annie Adamovicz	281-5166	20	Yes	281-4767	No	No	No	Yes	Yes	Yes	7 day advance reservation required
IOWA UTILITIES COMMISSION	Rm. 1	Iowa Utilities Board	Sadi Reiman	725-7344	20	Yes	upon request	Yes	Yes	No	No	Yes	No	Please submit requests through their fillable form LINKED TO THIS CELL. Please email sadi.reiman@iuc.iowa.gov with any questions. Room guidelines will be provided prior to use. Rooms 1 & 2 can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room.
IOWA UTILITIES COMMISSION	Rm. 2	Iowa Utilities Board	Sadi Reiman	725-7344	20	Yes	upon request	Yes	Yes	No	No	Yes	No	Please submit requests through their fillable form LINKED TO THIS CELL. Please email sadi.reiman@iuc.iowa.gov with any questions. Room guidelines will be provided prior to use. Rooms 1 & 2 can be opened for one large room. Reservation subject to cancellation when IUC/OCA requires the use of the room.
JESSIE PARKER	Rm. 129	Dept. of Corrections	Abby Williams	725-5701	25	No	NA	Yes	No	No	No	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	Rm. 130	Dept. of Corrections	Abby Williams	725-5701	25	No	NA	Yes	No	No	No	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	PERB	Public Employment Relations Board	iaperb@iowa.gov	281-4414	10	Yes	725-7621	Yes	No	No	No	No	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	Rm. 116	Judicial	Tina Schweitzer	348-4880	10	Yes	upon request	Yes	Yes	No	No	No	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	Rm. 165	Judicial	Tina Schweitzer	348-4880	20	Yes	upon request	Yes	Yes	No	No	No	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	Auditorium	Judicial	Tina Schweitzer	348-4880	49	No	upon request	Yes	Yes	No	No	No	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	3rd Fl. Rm. 310	State Library	Linda Choate	281-8947	24	No	no phone #	Yes	Yes	Yes	Yes	No	Yes	Reservation requests will be submitted online at State Library of Iowa https://www.statelibraryofiowa.gov/index.php/state-employees/services/meeting-room

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OLA BABCOCK MILLER	3rd Fl. Rm. 300	Legislative Services	Eileen Long	281-6766	30	Yes	281-6135	Yes	Yes	No	No	Yes	Yes	

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ORAN PAPE BUILDING	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	Nicole Schwalbach	515-559-7096 515-725-1500	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	Nicole Schwalbach	515-559-7096 515-725-1500	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@dps.state.ia.us
STATE LABRATORIES	Rm. 209	Dept. of Criminal Investigation	Nicole Schwalbach	515-559-7096 515-725-1500	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@dps.state.ia.us
STATE LABRATORIES	Training Lab	Dept. of Criminal Investigation	Nicole Schwalbach	515-559-7096 515-725-1500	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 Bldg. badge access will require a guest badge or escort Rms. West & East can be opened for one large room 1 day advance reservation required
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. East	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

Email updates to
suzy.trotter@iowa.gov