



Training Rooms 5 & 6 Expectations

Reservation and Contact Information

- Room requests can be submitted up to 30 days in advance and use is subject to availability.
- Reservations can be requested [here](#).

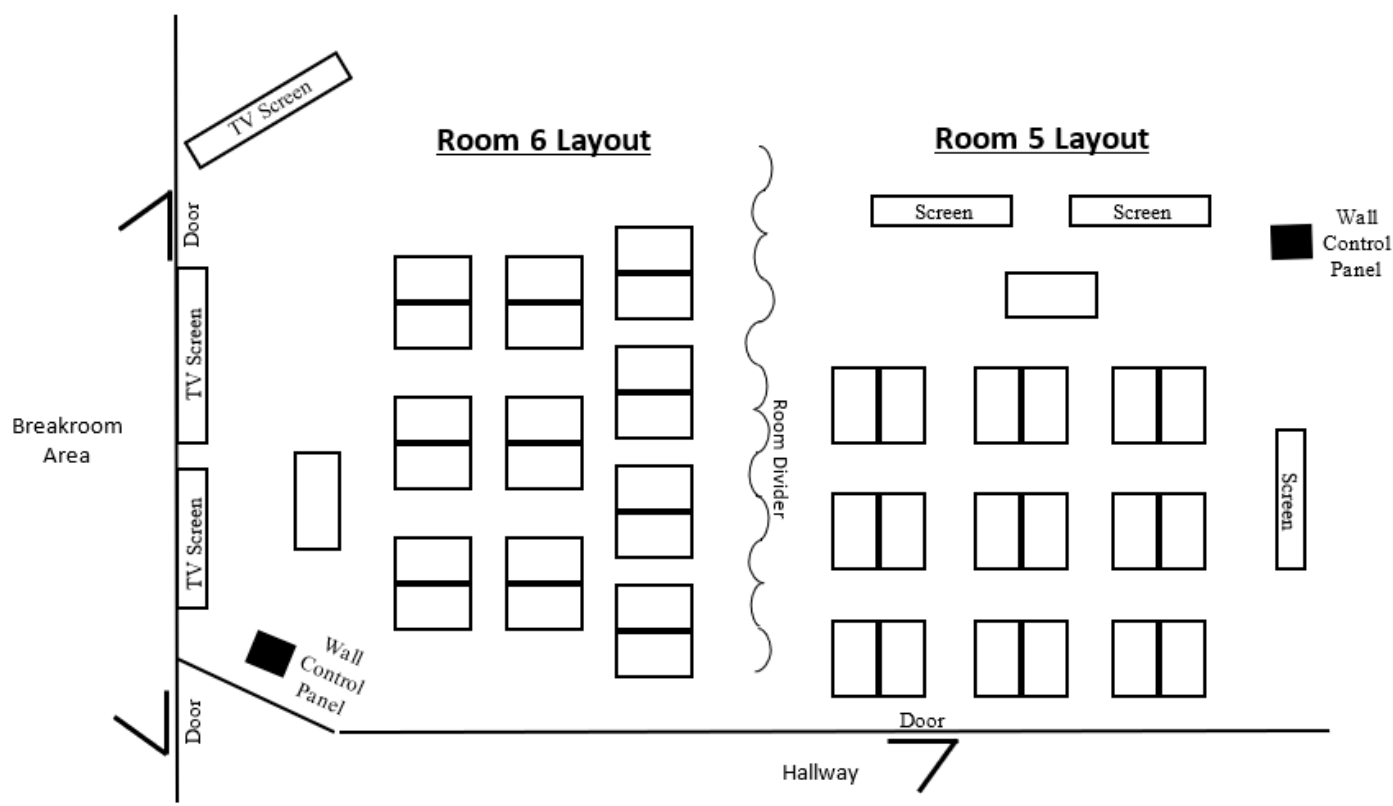
For any questions, issues, or concerns, please contact the PDS team at pds@das.iowa.gov.

General Guidelines

The PDS team is responsible for the management and maintenance of Training Rooms 5 and 6. All users are asked to follow the below guidelines to ensure the room remains in good condition and can continue to be used by outside departments.

Room Configuration

- You are welcome to move the chairs and tables to fit your needs, but **please return to the rooms to the original set-up before you leave.**
- Please refer to the photo of the room configuration to reset the room at the conclusion of your reservation. The standard room configuration consists of three groups of two tables pushed together in each row, with four chairs per table group
- Tables must be locked in place using the wheel locking mechanism before leaving
- Chairs should be pushed in and evenly distributed around the tables. If any chairs are removed from the room, ensure they are returned to the room.



Food and Beverage Guidelines

- Food and beverages are permitted in the training rooms, however, you are responsible for fully cleaning the space after your meeting.
- Prior to leaving the space, please ensure you complete the following:
 - Wipe all table tops - you will need to bring your own cleaning supplies
 - Pick up any spilled food from floor
 - Place trash cans outside the door in the breakroom if they are full and/or contain any food/beverage items.
 - Remove all food and beverage items from the room
- If vacuuming is needed or spill occurs on the carpet/chairs, please enter a maintenance request to ensure proper cleaning

Cleaning and Maintenance

- The room should be left in the same or better condition than it was found
- All personal items, papers, and materials must be removed after use

- Floors should be free of visible debris (please pick up any dropped items)

Technology Use

- Each room has three TV screens with whiteboard capabilities, wall mounted control panel, easel, chart paper & markers, a computer tower, keyboard, mouse, ClickShare adapter, audio, and Internet connection.
- Users must turn off all TVs before leaving.

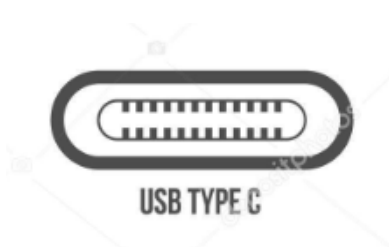
There are three ways to project to the TV screens:

- **Use the ClickShare adapter** to plug into your own computer to share on up to all 3 screens. Your computer will need a USB-C plug-in to utilize the ClickShare. Directions on how to set up and navigate the ClickShare are in the training rooms.



USB-C Connection

AdapterUse



USB-C Connection



ClickShare

- **Use the in-room computer** to log into your State of Iowa account and share on up to all 3 screens. The computer is located in the black cart at the front of each room. The keyboard and mouse should be sitting out at the front of the room. Once you use the wall control panel to set up the screens, use the keyboard to log into your account to project your presentation. (Note: if you run into any issues, it may be a hardware issue. Check the computer is turned on, as well as the keyboard and mouse.)
- **Use an HDMI cord** (should be in a drawer at the front of the room) to hardwire connect your computer directly to one TV. You will only be able to project your content on one screen.

You are responsible for bringing any other equipment and supplies necessary for your meeting (example-adaptors for computer).

Parking

- State of Iowa employees **with a parking decal**: please park in **lots 2, 3, or 4**.
- State of Iowa employees **without a parking decal** and **other participants**: please park in **lot 26**.



Please note, if you park in a lot other than those indicated above, you may be subject to a citation by Post 16.

Building Access

Visitor badges are no longer required to access level A in Hoover Building.

1. From the lobby, proceed through the double doors to the elevators located in the middle part of the building.
2. Take the elevators down one floor to Level A
3. Proceed right through the commons area to the training rooms.

Reservation Checklist

Prior to your reservation:

- Share parking information with attendees

Before leaving the room:

- Return tables and chairs to PDS classroom room layout

- Place all trash in bins.
- Place full garbage cans and/or garbage cans with decomposing items outside the door of Room 6 in the breakroom area
- Wipe down tables (disinfectant wipes available in-room)
- Turn off screens, mouse, and keyboard, if used
- Enter a maintenance request for vacuuming, spills, etc. Ensure you specify the room.
- Remove all items, including left over food and materials not supplied in the room.
- Turn off lights

Thank you for your cooperation in maintaining our shared spaces!