

**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 department 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 department's customer service center at (515)242-5120.

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.

**Capitol Complex Conference Rooms**

BUILDING	CONFERENCE ROOM	CAPACITY	CONF RM. PHONE #	CONF. PHONE	Wi-Fi	WHITE BOARD	SCREEN	PROJECTOR	TV	HTML Cables	LAPTOP	FOOD/ DRINK ALLOWED	AGENCY	CONTACT NAME	CONTACT PHONE #	NOTES
CAPITOL	Ground Fl. Rm. G15	49	phone jack available	No	Yes	No	No	No	No	No	No	Yes	LEG/House of Representatives	Meghan Nelson	281-5383	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	Ground Fl. Rm. G19	49	phone jack available	No	Yes	No	No	No	No	No	No	Yes	LEG/House of Representatives	Meghan Nelson	281-5383	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	1st Fl. Rm. 116	75	phone jack available	No	Yes	No	No	No	No	No	No	Yes	LEG/Senate	Senate	281-5307	Capitol Conf. Rms. subject to committee needs Polycom phone available upon request at time of reservation.
CAPITOL	1st Fl. Rm. 103	90	phone jack available	No	Yes	No	No	No	No	No	No	Yes	LEG/House of Representatives	Meghan Nelson	281-5383	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	1st Fl. Rm. 102	70	phone jack available	No	Yes	No	No	No	No	No	No	Yes	LEG/House of Representatives	Meghan Nelson	281-5383	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	2nd Fl. Rm. 222	75	phone jack available	No	Yes	No	No	No	No	No	No	No	LEG/Senate	Senate	281-5307	Capitol Conf. Rms. subject to committee needs Polycom phone available upon request at time of reservation.
CAPITOL	2nd Fl. Rm. 224	30	phone jack available	No	Yes	No	No	No	No	No	No	No	LEG/Senate	Senate	281-5307	Capitol Conf. Rms. subject to committee needs Polycom phone available upon request at time of reservation.
CAPITOL	3rd Fl. Rm. 304	49	phone jack available	No	Yes	No	No	No	No	No	No	Yes	LEG/House of Representatives	Meghan Nelson	281-5383	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	3rd Fl. Rm. 305	49	phone jack available	No	Yes	No	No	No	No	No	No	Yes	LEG/House of Representatives	Meghan Nelson	281-5383	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
GRIMES	Basement Rm. 100	60											ED	Linda Choate	281-3038	3 month advance reservations required
GRIMES	Basement Rm. 50	30											ED	Linda Choate	281-3038	3 month advance reservations required
GRIMES	1st Fl. NE Corner												ICN	Lori Larsen	725-4713	
GRIMES	2nd Fl. State Board Rm. ?	35 15 @ table											ED	Linda Choate	281-3038	3 month advance reservations required
GRIMES	2nd Fl. South	10											ED	Linda Choate	281-3038	3 month advance reservations required
GRIMES	3rd Fl. North	20											ED	Linda Choate	281-3038	3 month advance reservations required
GRIMES	3rd Fl. South	15											ED	Linda Choate	281-3038	3 month advance reservations required
HOOVER	A-Level Rm. 15	22	725-4092	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	OCIO	David Arentson OCIO Receptionist	725-4088 281-5503	Available to state agencies for training or meeting purposes, but ONLY on a fee basis. Minimum half day (8:00-12:00 or 12:30-4:30); half day fee is \$156.91. Room is set up with workstations, presentation technology, voice amplification, and Internet Access.
HOOVER	A-Level Rm. 16	20	725-4094	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	OCIO	David Arentson OCIO Receptionist	725-4088 281-5503	Available to state agencies for training or meeting purposes, but ONLY on a fee basis. Minimum half day (8:00-12:00 or 12:30-4:30); half day fee is \$156.91. Room is set up with workstations, presentation technology, voice amplification, and Internet Access.
HOOVER	A-Level Rm. 17	24	725-4093	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	OCIO	David Arentson OCIO Receptionist	725-4088 281-5503	Available to state agencies for training or meeting purposes, but ONLY on a fee basis. Minimum half day (8:00-12:00 or 12:30-4:30); half day fee is \$156.91. Room is set up with workstations, presentation technology, voice amplification, and Internet Access.
HOOVER	A-Level Rm. 1	8	281-6214	Yes	No	No	No	Yes	Yes	Yes	No	Yes	DAS	Susan Churchill Colleen Jones	281-3351 281-5889	DAS internal meetings Wi-Fi available upon request at time of reservation
HOOVER	A-Level Rm.4	10	281-3697	Yes	No	No	No	Yes	Yes	Yes	No	Yes	DAS	Susan Churchill Colleen Jones	281-3351 281-5889	DAS internal meetings Wi-Fi available upon request at time of reservation
HOOVER	A-Level Rm. 5	50	725-0301	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	DAS	Cindy Broshous Kim Hanson Susan Churchill	281-5456 515-501-9542 281-3351	Wi-Fi and Conf. Phone available upon request at time of reservation. TV is not a flat screen and on a rolling cart. Outside agencies cannot reserve more than month in advance. Rms. 5 & 6 can be opened for one large room
HOOVER	A-Level Rm. 6	50	725-7970	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	DAS	Cindy Broshous Kim Hanson Susan Churchill	281-5456 515-501-9542 281-3351	Wi-Fi and Conf. Phone available upon request at time of reservation. TV is not a flat screen and on a rolling cart. Outside agencies cannot reserve more than month in advance. Rms. 5 & 6 can be opened for one large room

HOOVER	A-Level Rm. 7	25-30 16 @ table	281-0970	Yes	Yes	No	Yes	Yes	No	No	No	Yes	Revenue	Hollie Welch	281-3204	Conf. Phone with DAS HRE Reception. Projector remote and HDMI cable checked out from Revenue 4th Floor Front Desk. Wi-Fi: Password should be obtained from Revenue prior to meeting. Hard wired internet connection: OCIO service ticket required 24 hours in advance of use and must bring own cable.
HOOVER	A-Level Rm. 8	16	281-0985	Yes	No	Yes	No	No	No	No	No	Yes	DAS	Colleen Jones Susan Churchill	281-5889 281-3351	Wi-Fi and Conf. Phone available upon request at time of reservation No long distance phone call capabilities.
HOOVER	A-Level Procurement Rm.	15	725-0444	Yes	Yes	Yes	No	No	Yes	Yes	No	Yes	DAS	Denise Ramsey	281-4774	
HOOVER	1st Fl. North DDM	8											DHS	Savy Chhith	281-4190	
HOOVER	1st Fl. 1NW Network Training	27											DHS	Savy Chhith	281-4190	
HOOVER	1st Fl. 1SE DDA												DHS	Savy Chhith	281-4190	
HOOVER	1st Fl. 1 SE Side 1	15	281-0263										DHS	Savy Chhith	281-4190	
HOOVER	1st Fl. 1 SE Side 2	15	281-6375										DHS	Savy Chhith	281-4190	
HOOVER	1st Fl. 1 SW Side 1	10											DHS	Savy Chhith	281-4190	
HOOVER	1st Fl. 1 SW Side 2	10	281-6095										DHS	Savy Chhith	281-4190	
HOOVER	2nd Fl. – O'Connor Rm.	20	281-4767	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	AG	Shelley DeForest	281-6362	7 day advance reservation required
HOOVER	5th Fl. 5 NE Side 1	15	281-6717										DHS	Savy Chhith	281-4190	
HOOVER	5th Fl. 5 NE Side 2	15	281-3261										DHS	Savy Chhith	281-4190	
HOOVER	5th Fl. 5 SW	15	281-8112										DHS	Savy Chhith	281-4190	
LUCAS	4th Fl. Conf. Rm. 424	20	281-5587	Yes	No	Yes	No	No	No	No	No	Yes	SPD	April Barkely-Brown	281-3407	Reservations are subject to cancellation pending SPD need for the room.
LUCAS	2nd Fl. Conf. Rm. 208	10	281-4563	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	DHR	Linda Scott	281-3164	
LUCAS	2nd Fl. Conf. Rm. 201	25	725-2058	No	No	Yes	Yes	No	No	No	No	Yes	AUD	Dana Davis	281-5834	Room is locked. Access key is held at the reception desk
LUCAS	2nd Fl. Conf. Rm. 204	10	004-5463	No	No	Yes	Yes	No	No	No	No	Yes	AUD	Dana Davis	281-5834	Room is locked. Access key is held at the reception desk
LUCAS	3rd Fl. Conf. Rm. 311	12	281-6347										DIA	Sue Bradley	281-7102	30 day advance reservation required
LUCAS	3rd Fl. Conf. Rm. 319	25	281-4666										DIA	Sue Bradley	281-7102	Rms. 319 & 320 can be opened for one large room 30 day advance reservation required for non- DIA agencies
LUCAS	3rd Fl. Conf. Rm. 320	20	281-3308										DIA	Sue Bradley	281-7102	Rms. 319 & 320 can be opened for one large room 30 day advance reservation required for non- DIA agencies
LUCAS	4th Fl. Rm. 415	25	281-5254		Yes				Yes			Yes	DPH	Jennifer Caskey Jennifer Montgomery	281-7689 281-8474	
LUCAS	4th Fl. Rm. 418	20	281-0100										DIA	Sue Bradley	281-7102	30 day advance reservation required
LUCAS	4th Fl. Rm. 422	12	281-5156										DIA	Sue Bradley	281-7102	30 day advance reservation required
LUCAS	4th Fl. Rm. 424	30	281-5587										SPD	Lorell Squiers	281-7291	
LUCAS	5th Fl. Rm. 517	25	242-5010	Yes	Yes			Yes	Yes			Yes	DPH	Jennifer Caskey Jennifer Montgomery	281-7689 281-8474	
LUCAS	5th Fl. Rm. 518	25	281-7729	Yes	Yes			Yes	Yes			Yes	DPH	Jennifer Caskey Jennifer Montgomery	281-7689 281-8474	

LUCAS	5th Fl. Rm. 513	12			Yes				Yes			Yes	DPH	Jennifer Caskey Jennifer Montgomery	281-7689 281-8474	
LUCAS	5th Fl. Rm. 524	6	281-7181	Yes	Yes				Yes			Yes	DPH	Jennifer Caskey Jennifer Montgomery	281-7689 281-8474	
LUCAS	5th Fl. Rm. 523	12	281-7200	Yes	Yes				Yes			Yes	DPH	Jennifer Caskey Jennifer Montgomery	281-7689 281-8474	
LUCAS	Cafeteria															The Lucas Cafeteria is designated as a break area for the building occupants. The meeting rooms in the area are not managed by a state agency and not on the Global Address Book for reservation. Agencies desiring to use the space are responsible to post a note in the meeting room area for public notice of usage.
HISTORICAL	Auditorium	245	N/A	No	No	No	Yes	Yes	No	Yes	Yes	No	DCA	Peri Montufar Candice Ramirez	281-3809 281-8823	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees
HISTORICAL	Rm. 3W-A	20	N/A	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	DCA	Peri Montufar Candice Ramirez	281-3809 281-8823	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees Rms. 3 W-A and 3W-B can be opened for one large
HISTORICAL	Rm. 3W-B	40	N/A	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	DCA	Peri Montufar Candice Ramirez	281-3809 281-8823	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees Conference phone can be requested with room reservation
HISTORICAL	Heritage A	15	N/A	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	DCA	Peri Montufar Candice Ramirez	281-3809 281-8823	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees Conference phone available upon request at time of reservation
HISTORICAL	Heritage B	35	N/A	No	Yes	Yes	Yes	Yes	No	No	No	Yes	DCA	Peri Montufar Candice Ramirez	281-3809 281-8823	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees Conference phone available upon request at time of reservation
HISTORICAL	Tone Boardroom	12	N/A	Yes	Yes	No	Yes	Yes	No	No	No	Yes	DCA	Peri Montufar Candice Ramirez	281-3809 281-8823	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees Conference phone available upon request at time of reservation
HISTORICAL	Executive Conference Room	15	N/A	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	DCA	Peri Montufar Candice Ramirez	281-3809 281-8823	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees Conference phone available upon request at time of reservation
WALLACE	Auditorium	283	N/A	No	No	No	Yes	No	No	No	No	No	DAS	Suzy Trotter Tera Granger	281-7259 281-5360	Room has a podium and microphone
WALLACE	Atrium Area	--	N/A	No	No	No	No	No	No	No	No	No	DAS	Suzy Trotter Tera Granger	281-7259 281-5360	Available to agencies in the building
WALLACE	1st Fl. East	15											IDALS	Rachel Leibold Becky Lorenz Margaret Thomson	281-5321	Rms. 1 West & 1 East can be opened for one large room 30 day advance reservation required
WALLACE	1st Fl. West	15											IDALS	Rachel Leibold Becky Lorenz Margaret Thomson	281-5321	Rms. West & East can be opened for one large room 30 day advance reservation required
WALLACE	2nd Fl.	30											IDALS	Rachel Leibold Becky Lorenz Margaret Thomson	281-5321	30 day advance reservation required
WALLACE	4th Fl. East	25											DNR	Karen Fynaardt	725-8283	Rms. West & East can be opened for one large room 1 day advance reservation required
WALLACE	4th Fl. West	25											DNR	Karen Fynaardt	725-8283	Rms. 4 West & 4 East can be opened for one large room
WALLACE	5th Fl. East	25											DNR	Karen Fynaardt	725-8283	Rms. 4 West & 4 East can be opened for one large room
WALLACE	5th Fl. West	25											DNR	Karen Fynaardt	281-8650	Rms. 5 West & 5 East can be opened for one large room
OLA BABCOCK MILLER	3rd Fl., 310 W	30-50	no phone #	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Library	Toni Blair	281-8958	ICN Class Room Reservations under 10 people will be denied
OLA BABCOCK MILLER	3rd Fl. Rm. 300	30											Legis.	Tracy Parker	281-6766	
OLA BABCOCK MILLER													Legis.	Tracy Parker	281-6766	
OLA BABCOCK MILLER													Legis.	Tracy Parker	281-6766	
OLA BABCOCK MILLER													Legis.	Tracy Parker	281-6766	
JESSIE PARKER	Grant Rm.	75-100											IVRS	Carol Stewart	281-4318	

<b>JESSIE PARKER</b>	1st Fl. North West Rm.	25	725-5797	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Corrections	Abby Williams	725-5701	e-mail request to abigail.williams@iowa.gov Room may be reserved no more than 30 days in advance bring markers for white board
<b>JESSIE PARKER</b>	PERB													Leisa Luttrell	281-4414	
<b>WORKFORCE</b>	1st Fl. - Capitol View	40	281-6339	Yes	Yes	No	Yes	Yes	No	No	No	Yes	IWD	Melana Hammond Shelly Evans	281-3420 725-5680	advanced reservation required * Wi-Fi requires IWD permission
<b>WORKFORCE</b>	1st Fl. - State Board Rm.	30	242-5008	Yes	Yes	No	Yes	Yes	No	No	No	Yes	IWD	Melana Hammond Shelly Evans	281-3420 725-5680	advanced reservation required * Wi-Fi requires IWD permission
<b>JUDICIAL</b>	Rm. 116	14	phone jack available	No	Yes	No	Yes	Yes	No	No	No	Yes	JB	Tina Schweitzer	281-5241	e-mail request to Tina.Schweitzer@iowacourts.gov Rms. may be reserved no more than 30 days in advance Polycom phone available upon request at time of reservation. No long distance calls
<b>JUDICIAL</b>	Rm. 165	25	phone jack available	No	Yes	No	Yes	Yes	No	No	No	Yes	JB	Tina Schweitzer	281-5241	e-mail request to Tina.Schweitzer@iowacourts.gov Rms. may be reserved no more than 30 days in advance Polycom phone available upon request at time of reservation. No long distance calls
<b>JUDICIAL</b>	Auditorium	49	phone jack available	No	Yes	No	Yes	Yes	No	No	No	Yes	JB	Tina Schweitzer	281-5241	e-mail request to Tina.Schweitzer@iowacourts.gov Rms. may be reserved no more than 30 days in advance Polycom phone available upon request at time of reservation. No long distance calls
<b>ANKENY LABS</b>	Rm. 207	30	725-1634	No	Yes	Yes	Yes	No	No	No	No	Yes	DCI	Garnett Wheeler-Smith	559-7073	Rms. 207, 208, & 209 can be opened for one large room e-mail request to wheeler@dps.state.ia.us
<b>ANKENY LABS</b>	Rm. 208	30	no phone	No	Yes	Yes	Yes	No	No	No	No	Yes	DCI	Garnett Wheeler-Smith	559-7073	Rms. 207, 208, & 209 can be opened for one large room e-mail request to wheeler@dps.state.ia.us
<b>ANKENY LABS</b>	Rm. 209	30	no phone	No	Yes	Yes	Yes	No	No	No	No	Yes	DCI	Garnett Wheeler-Smith	559-7073	Rms. 207, 208, & 209 can be opened for one large room e-mail request to wheeler@dps.state.ia.us
<b>ANKENY LABS</b>	Training Lab	20	no phone	No	Yes	Yes	No	No	No	No	No	Yes	DCI	Garnett Wheeler-Smith	559-7073	e-mail request to wheeler@dps.state.ia.us
<b>ORAN PAPE BUILDING</b>	1st Fl. Rm. 125 Public Conf. Rm.	30	725-6897	Yes	Yes	Yes	No	No	No	No	No	Yes	DPS	Doug Liebrt	725-6000	e-mail request to liebert@dps.state.ia.us
<b>IUB/OCA Building</b>	Rm. 1	20	upon request	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	IUB	Lynn Zook-Slagg	725-7334	e-mail request to lynn.zook-slagg@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 occupants of the building require the room
<b>IUB/OCA Building</b>	Rm. 2	20	upon request	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	IUB	Lynn Zook-Slagg	725-7334	e-mail request to lynn.zook-slagg@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 occupants of the building require the room

updated  
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