

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	DEPARTMENT / AGENCY	CONTACT NAME	CONTACT PHONE #	CAPACITY	CONF. PHONE	CONF RM. PHONE #	Wi-Fi	PROJECTOR	SCREEN	COMPUTER	HTML Cables	TV / Monitor	WHITE BOARD	FOOD / DRINK ALLOWED	NOTES
CAPITOL	Ground Fl. Rm. G15	House of Representatives	Meghan Nelson	281-5383	49	No	phone jack available	Yes	No	No	No	No	No	No	Yes	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	Ground Fl. Rm. G19	House of Representatives	Meghan Nelson	281-5383	49	No	phone jack available	Yes	No	No	No	No	No	No	Yes	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	1st Fl. Rm. 116	Senate	Cindy Meyerdirk	281-5307	75	No	phone jack available	Yes	No	No	No	No	No	No	Yes	Capitol Conf. Rms. subject to committee needs Polycom phone available upon request at time of reservation.
CAPITOL	1st Fl. Rm. 103	House of Representatives	Meghan Nelson	281-5383	90	No	phone jack available	Yes	No	No	No	No	No	No	Yes	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	1st Fl. Rm. 102	House of Representatives	Meghan Nelson	281-5383	70	No	phone jack available	Yes	No	No	No	No	No	No	Yes	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	2nd Fl. Rm. 222	Senate	Cindy Meyerdirk	281-5307	75	No	phone jack available	Yes	No	No	No	No	No	No	No	Capitol Conf. Rms. subject to committee needs Polycom phone available upon request at time of reservation.
CAPITOL	2nd Fl. Rm. 224	Senate	Cindy Meyerdirk	281-5307	30	No	phone jack available	Yes	No	No	No	No	No	No	No	Capitol Conf. Rms. subject to committee needs Polycom phone available upon request at time of reservation.
CAPITOL	3rd Fl. Rm. 304	House of Representatives	Meghan Nelson	281-5383	49	No	phone jack available	Yes	No	No	No	No	No	No	Yes	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	3rd Fl. Rm. 305	House of Representatives	Meghan Nelson	281-5383	49	No	phone jack available	Yes	No	No	No	No	No	No	Yes	Capitol Conf. Rms. subject to committee needs Polycom phone, projector and screen available upon request at time of reservation.
GRIMES	Basement Rm. 100	Department of Education	Linda Choate	281-3038	60	Yes	725-2859	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Reservations no more than 3 months prior to event
GRIMES	Basement Rm. 50	Department of Education	Linda Choate	281-3038	30	Yes	725-2859	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Reservations no more than 3 months prior to event
GRIMES	1st Fl. NE Corner	ICN	Lori Larsen	725-4713	25	Yes	upon request	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Conference phone available upon request.
GRIMES	2nd Fl. State Board Rm.	Department of Education	Linda Choate	281-3038	35 15 @ table	Yes	281-7582	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Reservations no more than 3 months prior to event
GRIMES	2nd Fl. South	Department of Education	Linda Choate	281-3038	8	Yes	281-3507	Yes	No	No	No	No	Yes	Yes	Yes	Reservations no more than 3 months prior to event
GRIMES	3rd Fl. North Central	Department of Education	Linda Choate	281-3038	15	Yes	725-2221	Yes	No	Yes	No	No	Yes	Yes	Yes	Reservations no more than 3 months prior to event
GRIMES	3rd Fl. South East	Department of Education	Linda Choate	281-3038	15	Yes	725-2171	Yes	No	No	No	No	No	Yes	Yes	Reservations no more than 3 months prior to event
HOOVER	A-Level Rm. 15	OClO	Helen Simms	281-5503	22	Yes	725-4092	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Not available to reserve at this time.
HOOVER	A-Level Rm. 16	OClO	Helen Simms	281-5503	20	Yes	725-4094	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Not available to reserve at this time.
HOOVER	A-Level Rm. 17	OClO	Helen Simms	281-5503	24	Yes	725-4093	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Not available to reserve at this time.
HOOVER	A-Level Rm. 1	Department of Administrative Services	Susan Churchill Denise Ramsey	281-3351 281-5889	8	Yes	281-6214	No	Yes	No	No	Yes	Yes	No	Yes	For use by DAS Enterprises only Wi-Fi available upon request at time of reservation
HOOVER	A-Level Rm.4	Department of Administrative Services	Susan Churchill Denise Ramsey	281-3351 281-5889	10	Yes	281-3697	No	Yes	No	No	Yes	Yes	No	Yes	For use by DAS Enterprises only Wi-Fi available upon request at time of reservation
HOOVER	A-Level Rm. 5	Department of Administrative Services	Mary DeVries Danielle Potter Susan Churchill	281-5456 515-401-9542 281-3351	50	Yes	725-0301	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	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	Department of Administrative Services	Mary DeVries Danielle Potter Susan Churchill	281-5456 515-401-9542 281-3351	50	Yes	725-7970	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	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	Revenue	Hollie Welch	281-3204	25-30 16 @ table	Yes	281-0970	Yes	Yes	Yes	No	No	No	No	Yes	Conf. Phone, 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	Department of Administrative Services	Susan Churchill Denise Ramsey	281-3351 281-5889	16	Yes	281-0985	No	No	No	No	No	No	Yes	Yes	Wi-Fi and Conf. Phone available upon request at time of reservation No long distance phone call capabilities. The phone jack in Conference Room 8 is now on the north wall.
HOOVER	A-Level Procurement Rm.	Department of Administrative Services	Karl Wendt	281-7073	15	Yes	725-0444	Yes	No	No	No	Yes	Yes	Yes	Yes	
HOOVER	1st Fl. 1NW Network Training	Department of Human Services	Savy Chhith	281-3093	27	No	NA	Yes	Yes	Yes	Yes	No	No	Yes	No	For use by DHS only
HOOVER	1st Fl. 1 SE Side 1	Department of Human Services	Savy Chhith	281-3093	15	Yes	281-0263	Yes	Yes	Yes	No	No	No	Yes	Yes	
HOOVER	1st Fl. 1 SE Side 2	Department of Human Services	Savy Chhith	281-3093	15	Yes	281-6375	Yes	Yes	Yes	No	No	No	Yes	Yes	
HOOVER	1st Fl. 1 SW Side 1	Department of Human Services	Savy Chhith	281-3093	10	Yes	281-6095	Yes	No	No	No	No	No	Yes	Yes	
HOOVER	1st Fl. 1 SW Side 2	Department of Human Services	Savy Chhith	281-3093	10	Yes	281-6095	Yes	Yes	Yes	No	No	No	Yes	Yes	
HOOVER	2nd Fl. – O'Connor Rm.	Attorney General	Shelley DeForest	281-6362	20	Yes	281-4767	No	No	Yes	No	Yes	Yes	Yes	Yes	7 day advance reservation required HTML cables available
HOOVER	5th Fl. 5 NE Side 1	Department of Human Services	Savy Chhith	281-3093	15	Yes	281-6717	Yes	Yes	Yes	No	No	No	Yes	Yes	
HOOVER	5th Fl. 5 NE Side 2	Department of Human Services	Savy Chhith	281-3093	15	Yes	281-3261	Yes	Yes	Yes	No	No	No	Yes	Yes	
HOOVER	5th Fl. 5 SW	Department of Human Services	Savy Chhith	281-3093	15	Yes	281-8112	Yes	Yes	Yes	No	No	No	Yes	Yes	
IUB/OCA	Rm. 1	Iowa Utilities Board	Lynn Zook-Slagg	725-7334	20	Yes	upon request	Yes	Yes	Yes	No	No	No	Yes	Yes	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
IUB/OCA	Rm. 2	Iowa Utilities Board	Lynn Zook-Slagg	725-7334	20	Yes	upon request	Yes	Yes	Yes	No	No	No	Yes	Yes	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
JESSIE PARKER	Grant Rm.	Iowa Vocational Rehabilitation Services	Carol Stewart	281-4317	75-100	Yes	281-4151	Yes	No	Yes	No	No	No	Yes	Yes	Screen is portable. Wi-Fi may be unreliable. Obtain Wi-Fi passcode from receptionist when arriving. Requester is responsible for room setup and equipment. IVRS does not provide equipment. When coming from outside of the Jessie Parker Bldg. - Email list of attendees to carol.stewart@iowa.gov before arriving
JESSIE PARKER	1st Fl. North West Rm.	Department of Corrections	Abby Williams	725-5701	25	Yes	725-5797	Yes	Yes	Yes	No	No	No	Yes	Yes	e-mail request 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	Leisa Luttrell	281-4414	10	Yes	725-7621	Yes	No	No	No	Yes	No	No	Yes	e-mail request to leisa.luttrell@iowa.gov The PERB Law library may be reserved no more than 30 days in advance. Reservations are subject to cancellation pending PERB's need for the room.
JUDICIAL	Rm. 116	Judicial	Tina Schweitzer	348-4880	14	Yes	upon request	Yes	Yes	Yes	No	No	No	No	Yes	e-mail request to tina.schweitzer@iowacourts.gov Rms. may be reserved no more than 30 days in advance Reservation subject to cancellation when occupants of the bldg. require the room
JUDICIAL	Rm. 165	Judicial	Tina Schweitzer	348-4880	25	Yes	upon request	Yes	Yes	Yes	No	No	No	No	Yes	e-mail request to tina.schweitzer@iowacourts.gov Rms. may be reserved no more than 30 days in advance Reservation subject to cancellation when occupants of the bldg. require the room
JUDICIAL	Auditorium	Judicial	Tina Schweitzer	348-4880	49	No	upon request	Yes	Yes	Yes	No	No	No	No	No	e-mail request to tina.schweitzer@iowacourts.gov Rms. may be reserved no more than 30 days in advance Reservation subject to cancellation when occupants of the bldg. require the room
LUCAS	4th Fl. Conf. Rm. 424	State Public Defender	Receptionist	242-6158	20	Yes	281-5587	No	No	No	No	No	No	Yes	Yes	Reservations are subject to cancellation pending SPD need for the room.
LUCAS	2nd Fl. Conf. Rm. 208	Department of Human Rights	Linda Scott	281-3164	10	Yes	281-4563	Yes	Yes	Yes	No	No	No	Yes	Yes	
LUCAS	2nd Fl. Conf. Rm. 201	State Auditor's Office	Dana Davis	281-5834	25	No	725-2058	No	No	Yes	No	No	No	Yes	Yes	Room is locked. Access key is held at the reception desk
LUCAS	2nd Fl. Conf. Rm. 204	State Auditor's Office	Dana Davis	281-5834	10	No	004-5463	No	No	Yes	No	No	No	Yes	Yes	Room is locked. Access key is held at the reception desk
LUCAS	3rd Fl. Conf. Rm. 311	Department of Inspections and Appeals	Terri Duden	281-7102	12	Yes	281-6347	Yes	Yes	Yes	Yes	No	No	No	Yes	For use by Department of Inspections and Appeals only
LUCAS	3rd Fl. Conf. Rm. 319	Department of Inspections and Appeals	Terri Duden	281-7102	25	Yes	281-4666	Yes	Yes	Yes	Yes	No	No	No	Yes	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	Department of Inspections and Appeals	Terri Duden	281-7102	20	Yes	281-3308	Yes	Yes	Yes	Yes	No	No	No	Yes	Rms. 319 & 320 can be opened for one large room 30 day advance reservation required for non- DIA agencies
LUCAS	4th Fl. Rm. 415	Department of Public Health	Receptionist	281-7689	25	Yes	281-5254	No	Yes	No	No	Yes	No	No	Yes	
LUCAS	4th Fl. Rm. 418	Department of Public Health	Receptionist	281-7689	20	Yes	281-0100	No	Yes	No	No	Yes	No	No	Yes	
LUCAS	4th Fl. Rm. 422	Department of Inspections and Appeals	Terri Duden	281-7102	12	Yes	281-5156	Yes	Yes	Yes	Yes	No	No	No	Yes	30 day advance reservation required
LUCAS	5th Fl. Rm. 517	Department of Public Health	Receptionist	281-7689	25	Yes	242-5010	No	Yes	No	No	Yes	No	No	Yes	
LUCAS	5th Fl. Rm. 518	Department of Public Health	Receptionist	281-7689	25	Yes	281-7729	No	Yes	No	No	Yes	No	No	Yes	
LUCAS	5th Fl. Rm. 513	Department of Public Health	Receptionist	281-7689	12	Yes	281-7128	No	Yes	No	No	Yes	No	No	Yes	
LUCAS	5th Fl. Rm. 524	Department of Public Health	Receptionist	281-7689	6	Yes	281-7181	No	Yes	No	No	Yes	No	No	Yes	
LUCAS	5th Fl. Rm. 523	Department of Public Health	Receptionist	281-7689	12	Yes	281-7200	No	Yes	No	No	Yes	No	No	Yes	
LUCAS	6th Floor Break Area															The 6th floor break area is designated for the building occupants. The meeting rooms in the area are not managed by a state agency and not listed in Google Calendar for reservation. Agencies desiring to use the space are responsible to post a note in the meeting room area for public notice of usage
OLA BABCOCK MILLER	3rd Fl., 310 W	State Library	Toni Blair	281-8958	30-50	No	no phone #	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Reservations under 10 people will be denied
OLA BABCOCK MILLER	3rd Fl. Rm. 300	Legislative Services	Tracy Parker	281-6766	30	Yes	281-6135	Yes	No	No	No	No	No	Yes	Yes	
ORAN PAPE BUILDING	1st Fl. Rm. 125 Public Conf. Rm.	Department of Public Safety	Doug Liebert	725-6000	30	Yes	725-6897	Yes	No	No	No	No	No	Yes	Yes	e-mail request to liebert@dps.state.ia.us
STATE HISTORICAL	Auditorium	Department of Cultural Affairs	Peri Montufar	281-3809	245	No	N/A	No	Yes	Yes	No	Yes	No	No	No	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees
STATE HISTORICAL	Rm. 3W-A	Department of Cultural Affairs	Peri Montufar	281-3809	20	Yes	N/A	Yes	No	Yes	No	No	No	Yes	Yes	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
STATE HISTORICAL	Rm. 3W-B	Department of Cultural Affairs	Peri Montufar	281-3809	40	Yes	N/A	Yes	No	Yes	No	No	No	Yes	Yes	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees Conference phone can be requested with room reservation
STATE HISTORICAL	Heritage A	Department of Cultural Affairs	Peri Montufar	281-3809	15	Yes	N/A	Yes	No	Yes	No	No	No	Yes	Yes	Not available to reserve at this time.
STATE HISTORICAL	Heritage B	Department of Cultural Affairs	Peri Montufar	281-3809	35	No	N/A	Yes	No	Yes	No	No	No	Yes	Yes	Not available to reserve at this time.
STATE HISTORICAL	Tone Boardroom	Department of Cultural Affairs	Peri Montufar	281-3809	12	Yes	N/A	Yes	No	Yes	No	No	Yes	No	Yes	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees Conference phone available upon request at time of reservation
STATE HISTORICAL	Executive Conference Room	Department of Cultural Affairs	Peri Montufar	281-3809	15	Yes	N/A	Yes	No	Yes	No	No	Yes	No	Yes	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees Conference phone available upon request at time of reservation
STATE LABORATORIES	Rm. 207	Department of Criminal Investigation	Garnett Wheeler-Smith	559-7073	30	No	725-1634	Yes	No	Yes	No	No	No	Yes	Yes	Rms. 207, 208, & 209 can be opened for one large room e-mail request to wheeler@dps.state.ia.us
STATE LABORATORIES	Rm. 208	Department of Criminal Investigation	Garnett Wheeler-Smith	559-7073	30	No	no phone	Yes	No	Yes	No	No	No	Yes	Yes	Rms. 207, 208, & 209 can be opened for one large room e-mail request to wheeler@dps.state.ia.us
STATE LABORATORIES	Rm. 209	Department of Criminal Investigation	Garnett Wheeler-Smith	559-7073	30	No	no phone	Yes	No	Yes	No	No	No	Yes	Yes	Rms. 207, 208, & 209 can be opened for one large room e-mail request to wheeler@dps.state.ia.us
STATE LABORATORIES	Training Lab	Department of Criminal Investigation	Garnett Wheeler-Smith	559-7073	20	No	no phone	Yes	No	No	No	No	No	Yes	Yes	e-mail request to wheeler@dps.state.ia.us
WALLACE	Auditorium	Department of Administrative Services	Suzy Trotter Tera Granger	281-7259 281-5360	283	No	N/A	No	No	Yes	No	No	No	No	No	Room has a podium and microphone
WALLACE	Atrium Area	Department of Administrative Services	Suzy Trotter Tera Granger	281-7259 281-5360	--	No	N/A	No	No	No	No	No	No	No	No	For use by the occupants of the Wallace Building
WALLACE	1st Fl.	Dept. of Ag. and Land Stewardship	Maison Bleam	204-7149	30	No	N/A	Yes	Yes	Yes	No	Yes	No	Yes	Yes	30 day advance reservation required

WALLACE	2nd Fl.	Dept. of Ag. and Land Stewardship	Maison Bleam	204-7149	30	No	N/A	Yes	Yes	Yes	No	Yes	No	Yes	Yes	30 day advance reservation required
WALLACE	4th Fl. East	Department of Natural Resources	Karen Fynaardt	725-8283	25	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Rms. West & East can be opened for one large room 1 day advance reservation required
WALLACE	4th Fl. West	Department of Natural Resources	Karen Fynaardt	725-8283	25	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Rms. 4 West & 4 East can be opened for one large room
WALLACE	5th Fl. East	Department of Natural Resources	Karen Fynaardt	725-8283	25	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Rms. 4 West & 4 East can be opened for one large room
WALLACE	5th Fl. West	Department of Natural Resources	Karen Fynaardt	281-8650	25	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Rms. 5 West & 5 East can be opened for one large room
WORKFORCE DEVELOPMENT	1st Fl. - Capitol View	Iowa Workforce Development	Ruby Garces Michael Littlejohn	725-3720 281-3314	30	Yes	281-6339	Yes	Yes	Yes	No	Yes	No	No	Yes	advanced reservation required * Wi-Fi requires IWD permission
WORKFORCE DEVELOPMENT	1st Fl. - State Board Rm.	Iowa Workforce Development	Ruby Garces Michael Littlejohn	725-3720 281-3314	40	Yes	281-7763	Yes	Yes	Yes	No	Yes	No	Yes	Yes	advanced reservation required * Wi-Fi requires IWD permission

updated 5/13/2019 email suzy.trotter@iowa.gov to request changes on this list