

EXHIBIT 16

12.09.2025 Capitol Grounds Application Process

Capitol Complex Event Coordination

State agencies and the general public may request use of the common areas in the Capitol Building or the Capitol Complex for public events.

Application Process

Applications shall be submitted at least 30 calendar days prior to the event date and not more than one year in advance of the event date.

Applications will be reviewed on a first come basis beginning at 6:00 a.m.

1. Review the **Capitol Complex Events Calendar**

(<https://das.iowa.gov/capitol-complex-information/capitol-complex-events>) for availability.

2. Complete the application for the Capitol Building or the Complex.

- a. **Capitol Building Event Application**

(<https://docs.google.com/forms/d/e/1FAIpQLSdnUT5VGvRTA2EywcVIPRMm4bvI7C4AofnwH-3YN061c0p6Sg/viewform>)

- b. **Capitol Complex Grounds Event Application**

(<https://docs.google.com/forms/d/e/1FAIpQLSfGLpzTs9nHtlkkc5Y3kijfjsbhsZP8v0p61zPreBjKR1ATdg/viewform>)

- c. Approved Benefit Providers will complete the **Retirement Investors' Club (RIC) & Voluntary Insurance Informational Event Application**

(<https://docs.google.com/forms/d/e/1FAIpQLSd3HIVN6k1gkFrQxp0kBZO6aR4VFrHglEXB55YR-nrpanN58A/viewform>)

3. Non-state agency events will be presented with the Department of Administrative Service (DAS) **Memorandum of Understanding (MOU)** .pdf

(<https://das.iowa.gov/media/4289/download?inline>) as amended on July 26, 2024. DAS will draft the MOU and work directly with the event representative(s) regarding the agreement and event details.

Speaking Requests

Groups requesting the Governor or Lt. Governor to speak at the event will need to **Submit a Scheduling Request Form**(<https://governor.iowa.gov/services/submit-scheduling-request>).

Additional Event Areas on the Capitol Complex

Arrangements are made directly with the House of Representatives, Secretary of the Senate, Judicial Building, or the Iowa Historical Building:

- House of Representatives Rooms: 515-281-5383
- Senate Rooms: 515-281-5307
- Judicial Building: 515-348-4880
- **Iowa Historical Building**(<https://history.iowa.gov/facility-rentals>)

Questions?

Call event assistance at **515-281-7259** or email **capitol.complex.events@iowa.gov**

Give Feedback