EXHIBIT 18
Open Records Request Response

EXHIBIT 2

ATTACHMENT A

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Re: RIC & Voluntary Insurance Providers - RICVIP35

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Wed, Dec 3, 2025 at 12:47 PM
To: "Monahan, Shawn P" <Shawn.Monahan@corebridgefinancial.com>
Cc: "Dennis, Kathleen" <kathy.dennis@corebridgefinancial.com>

Shawn and Kathy, attached is the finalized agreement. I will loop you in an email with the RIC team for communications and marketing.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Wed, Dec 3, 2025 at 9:16 AM Monahan, Shawn P <Shawn.Monahan@corebridgefinancial.com> wrote:

> Suzy,
>
> Signed agreement is attached!
>
> Thanks again for all your efforts on this. We'll plan on getting you the proposal in November every year. That worked great!
>
> Thanks,
>
> Shawn

Shawn Monahan
Financial Advisor
Corebridge Financial

950 Office Park Road, STE 328 | West Des Moines, IA 50265

Cell: 515-240-1233 | Fax: 515-336-6529 | Client Care: 800-448-2542 shawn.monahan@corebridgefinancial.com | www.corebridgefinancial.com/rs

From: suzy.trotter@iowa.gov <suzy.trotter@iowa.gov> **On Behalf Of** Capitol Complex, Events
Sent: Wednesday, December 3, 2025 9:01 AM
To: Dennis, Kathleen <kathy.dennis@corebridgefinancial.com>
Cc: Monahan, Shawn P <Shawn.Monahan@corebridgefinancial.com>
Subject: [EXTERNAL] Re: Re: RIC & Voluntary Insurance Providers - RICVIP35

Because the agreement has yet to be signed by your organization, I did amend accordingly and attached for your review and signature.

Once we have a signed agreement I will connect you with HR for the communications and marketing of the events

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

On Wed, Dec 3, 2025 at 8:52 AM Dennis, Kathleen <kathy.dennis@corebridgefinancial.com> wrote:

> Changing to 8:30 to 11 will work.
>
> Click here to schedule an appointment

Kathy Dennis

Financial Advisor

Corebridge Financial

125 W Main | Saint Charles, IA 50240

Cell: 515-782-6766 | Fax: 515-461-2811 | Client Care Center: 800-448-2542

Kathy.Dennis@corebridgefinancial.com | www.corebridgefinancial.com/retire

---

From: suzy.trotter@iowa.gov <suzy.trotter@iowa.gov> **On Behalf Of** Capitol Complex, Events
Sent: Wednesday, December 3, 2025 8:39 AM
To: Monahan, Shawn P <Shawn.Monahan@corebridgefinancial.com>; Dennis, Kathleen <kathy.dennis@corebridgefinancial.com>
Subject: [EXTERNAL] Re: RIC & Voluntary Insurance Providers - RICVIP35

Hi - I received a note from IUC "Can you let Corebridge know that we no longer have a conference room available for January 28, 2026 from 11:30 - 2pm. Can they possibly do morning from 8:30 - 11?" Let me know if you want to reschedule as proposed.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

On Thu, Nov 20, 2025 at 12:15 PM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

Hi attached is the agreement for the informational events in the State of Iowa buildings on the Complex and 6200 Park Ave for 2026.

Please note:

- Thursday, February 19, 2026: The legislature will be in session. I expect the ground floor of the Capitol to be busy with lobbyists and small group meetings. You should be able to find an empty table to set up. Linked for your convenience is the calendar of events in the Rotunda and conference rooms.
  Capitol Complex Events
  Legislature Social Calendar
- IUC will only schedule three months in advance. I have you scheduled for January then will reach out to IUC for the other requests accordingly.
- Oran Pape public room is scheduled as requested, however if DPS needs the room we will need to cancel or relocate to an open area.

Let me know if you have any questions.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

On Wed, Nov 19, 2025 at 1:12 PM <donotreplycontactus@iowa.gov> wrote:

Shawn Monahan,

The following request was submitted on the RIC & Voluntary Insurance Providers Form.

Application Number: RICVIP35
Date of Form Submission: 11/19/2025 13:12:00

Form Submission Values:
Application Number: RICVIP35
Date of Form Submission: 11/19/2025 13:12:00

Form Submission Values:
Representative's Name: Shawn Monahan
Address: 950 Office Park Road STE 328
City: WDM
State: Iowa
Zip Code: 50265
Email Address: shawn.monahan@corebridgefinancial.com
Phone Number: 515-240-1233
Name (On-Site): Corebridge 2026 on-site schedule
Phone Number (On-Site): 515-240-1233
Email Address (On-Site): shawn.monahan@corebridgefinancial.com
Select your Approved Provider Benefit Program.: Retirement Investors' Club (RIC)
Provide your Approved Provider's Webpage.: https://www.corebridgefinancial.com/rs

Name (Requestor): Shawn Monahan
Address (Requestor): 950 Office Park Road STE 328
City (Requestor): WDM
State (Requestor): Iowa
Zip Code (Requestor): 50265
Event Details: Submitted spreadsheet for 2026 events
Event 1
Event 1 - Location: see spreadsheet
Event 1 - Date: 1/1/2026
Event 1 - Start Time: 9:00:00 AM
Event 1 - End Time: 10:00:00 AM
Event 2
Event 2 - Location:
Event 2 - Date:
Event 2 - Start Time:
Event 2 - End Time:
Event 3
Event 3 - Location:
Event 3 - Date:
Event 3 - Start Time:
Event 3 - End Time:
Event 4
Event 4 - Location:
Event 4 - Date:
Event 4 - Start Time:
Event 4 - End Time:
Event 5
Event 5 - Location:
Event 5 - Date:
Event 5 - Start Time:
Event 5 - End Time:

Please note that we are unable to accept or act on any order for a financial transaction or trade instruction submitted via email, SMS/text message, fax or voicemail. If you need general assistance with a transaction, please call 800.448.2542; for general assistance with a brokerage or investment advisory account, please call 866.544.4968.

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Securities and investment advisory services offered through VALIC Financial Advisors, Inc., member FINRA, SIPC and an SEC-registered investment adviser, 2919 Allen Pkwy Houston, TX, 77019-2158. Annuities are issued by **The Variable Annuity Life Insurance Company** (VALIC), Houston, TX or **The United States Life Insurance Company in the City of New York** (USL), New York, NY. Guarantees are backed by the claims-paying ability of the issuing insurance company and each company is responsible for the financial obligations of its products. Beginning January 1, 2026, USL will be Corebridge Financial's sole authorized issuer of new annuities in New York.

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Please note that we are unable to accept or act on any order for a financial transaction or trade instruction submitted via email, SMS/text message, fax or voicemail. If you need general assistance with a transaction, please call 800.448.2542; for general assistance with a brokerage or investment advisory account, please call 866.544.4968.

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Corebridge Financial 2025 v2 Final.pdf
247K

ATTACHMENT B

IOWA | Department of Administrative Services

KIM REYNOLDS, GOVERNOR
CHRIS COURNOYER, LT. GOVERNOR

MARK CAMPBELL, DIRECTOR

Memorandum of Understanding
Between
Corebridge Financial
And
The Iowa Department of Administrative Services
For
Retirement Investors' Club (RIC) Informational Events

1. **Purpose.** The purpose of this Memorandum of Understanding ("MOU") is to set forth the terms and conditions of the agreement between the Iowa Department of Administrative Services ("DAS") and Corebridge Financial ("Event Requestor") for the Retirement Investors' Club (RIC) Informational Events ("Event"). Event Requestor manages, operates, controls, and hosts the Event. Event Requestor will be allowed the non-exclusive use to host the Event in the designated Event Area for the Duration of this MOU subject to the terms and conditions therein.
   - **1.1. Exemption.** State agencies (as defined in Iowa Code section 669.2(5)) acting in an official capacity and the World Food Prize whose primary location for the annual ceremony is the Capitol Complex (Iowa Code section 15.368) are exempt from time and place restrictions except as otherwise required by law or imposed within the sole discretion of DAS.

~~2.~~ **Duration.** This MOU exclusively pertains to the, Event. ~~Event requests shall be received at least 30 calendar days prior to the event date.~~ Event Requestor is approved for the use of the designated Event Areas on the dates and times listed in Exhibit A "Corebridge Financial Retirement Investors' Club (RIC) Informational Events". ~~An Event may not exceed 1 day. An Event Requestor, including any affiliate, conduit, designee, partner, or subunit, may not hold more than one event per calendar year.~~

3. **Event Area**. Event Areas are as listed on Exhibit A in the State of Iowa office buildings ~~on the Capitol Complex~~ in Des Moines, IA. DAS will make the Event Area available in accordance with the terms of this MOU.
   - **3.1. Site Map.** The Event Area will be restricted to the area identified on Exhibit A ("Corebridge Financial Retirement Investors' Club (RIC) Informational Events"). Site map identifies the perimeter of the Event Area and the location of equipment or displays for the Event. The Event Requestor is responsible for demarcating the Event Area and, if required by DAS, obtain and erect barriers as set forth on the Site Map. Event Requestor shall not conduct the Event at any other location on the Capitol Complex without written approval from DAS.
   - **3.2. Relocating/Rescheduling of Event.** In the event DAS has to restrict the usage of the Event Area agreed upon in this MOU for any reason, DAS will work in good faith with the Event Requestor to locate an alternative location and/or date on the Capitol Complex. DAS only anticipates this occurring due to unforeseen or extraordinary circumstances.
   - **3.3. Compliance with Laws**. Event Requestor agrees to comply with all applicable laws in its use of the Event Area including, but not limited to, provisions of the Iowa Code and DAS's administrative rules governing use of the Capitol Complex.

4. **Charges, Insurance, Indemnification.** Event Requestor is exclusively responsible for financing the Event.
   - **4.1. Costs to Access.** Event Requestor may conduct the Event within the Event Area without rent or charge.
   - **4.2. Vendor Services.** Event Requestor will be solely responsible for all expenses and costs charged by vendors. Event Requestor will pay all vendors directly.
   - **4.3. Liability.** Pursuant to the requirements set forth in Iowa Administrative Code rule 11—100.4(6), Event Requestor acknowledges responsibility and is responsible for any damages occurring during the Event and agrees to reimburse the State of Iowa and the Iowa Department of Administrative Services for such damage to state property, services provided by or through DAS to support the Event, and necessary clean-up after Event Requestor departs the Capitol Complex. Any billing from DAS submitted to Event Requestor shall be paid in full within thirty (30) days of receipt.
   - **4.4. Indemnification.** Event Requestor agrees to be fully responsible for and/or indemnify and hold harmless the State of Iowa, the Iowa Department of Administrative Services, and all of their agents and employees from any

and all claims, liabilities, damages, settlements, judgments, costs, and expenses directly or indirectly caused by, related to, or arising from Event Requestor's access, parking, and conducting business under this MOU.

4.5. Insurance. Event Requestor is not required to obtain liability insurance for the Event; however, this does not relieve Event Requestor of any Charges or Indemnification pursuant to this MOU.

4.6. Billing Address.

Corebridge Financial
950 Office Park Road STE 328
West Des Moines, IA 50265

5. Standard of Care Obligation. Event Requestor acknowledges that it will be held to a standard of care appropriate given the historical property it has endeavored to use for this Event. Care is to be taken for all areas utilized throughout the Capitol Complex. Event Requestor is exclusively responsible for the Event including set up, tear down, and Event activities.

5.1. Equipment and Displays. Event Requestor will provide all equipment necessary to conduct the Event. The State of Iowa is not responsible for any damages, loss, or theft to equipment or displays provided, owned or used by Event Requestor.

5.2. Display Design. Display design identifying specific size and location must be approved in advance by DAS. All displays must be free standing and may not be affixed or supported by any other surfaces. Display will not restrict traffic flow and will not pose a hazard for persons with disabilities. If required by DAS, the Event Requestor will incorporate a baseboard into the design surrounding the entire display. The Event Requestor will provide signage at the display location containing a disclaimer stating the display is not owned, maintained, promoted, supported by or associated with the State of Iowa. The use of an unattended display is prohibited. Refer to Exhibit C for additional guidelines.

5.3. Signage. Event Requestor will not hang signs on the Capitol Complex including but not limited to buildings, lampposts, traffic signs, trees, sidewalks, existing signs, monuments, etc.

5.4. Protective Surface. Event Requestor will take all reasonable steps to protect surfaces, ground, and buildings from damage from Event Requestor's equipment or display.

5.5. Power. Event Requestor is approved to use the electrical outlets at the Event Area. Event Requestor will hire and/or obtain its own power beyond the electrical outlets provided. Any such generator must be grounded as per code. Event Requestor will secure all cables in a safe manner with a non-adhesive cable cover.

5.6. Restrooms. Restrooms are available in the buildings on Capitol Complex during normal business hours. Event Requestor will provide a sufficient amount of portable restrooms and handicapped restrooms as necessary to support the expected participation for the Event. Such portable restrooms would be allowed during the date and time indicated on this MOU Duration. Portable restrooms would be placed in the Event Area on a concrete surface not impeding pedestrian foot traffic, i.e. sidewalks and cross walks.

5.7. Tents, canopies and inflatables (outdoor events only). Upon approval from DAS, Event Requestor may set tents, canopies and inflatables in the Event Area. Approved tents, canopies and inflatables will be secured with weights.

5.8. Street/Sidewalk Closures. Event Requestor will provide appropriate street/sidewalk closure barricades for the closure of street(s) and/or sidewalk(s) on the Capitol Complex. All street and sidewalk closures must be reviewed and approved by DAS and submitted on the site map provided to DAS. Event Requestor will seek approval from the City of Des Moines for the closure of city streets and/or sidewalks.

5.9. Ground Penetration. Event Requestor will follow the "Digging/Ground Penetration Approval Procedures for the Capitol Complex" before penetrating the soil in any way, with signs, posts, etc. Any holes/penetration, etc., must be repaired immediately following the conclusion of the Event.

5.10. Clean-up/Waste Removal. Event Requestor will provide waste receptacles to collect waste from the Event Area. Event Requestor will remove all waste generated during the Event from the Event Area. Capitol Complex waste receptacles in the Event Area used by the Event will be emptied and replaced by the Event Requestor with clean 45" x 48" bags. Parking lots, streets and sidewalks utilized for the Event will be cleaned by Event Requestor.

5.11. Security. If the Event Requestor requires security for the Event, the Event Requestor shall obtain private security and shall be responsible for all private security costs.

5.12. Vehicles. Event Requestor will not drive any vehicle on any sidewalk, lawn or landscaping except as provided herein. Turf type vehicles, such as golf carts may be driven on sidewalks and lawn. At no time may any vehicle park on the lawn.

5.13. Parking. Capitol Complex non-gated parking lots for visitors as well as the parking structure on the corner of E. Grand Avenue and Pennsylvania Avenue may be available for the Event. Parking designated for state employee and reserved parking is not available for Event parking between 6 a.m. and 6 p.m., Monday-Friday,

unless otherwise posted and with the exception of state designated holidays. Improper use of any "Persons with Disabilities" parking spaces is subject to a fine and towing at the owner's expense.

5.14. Not Permitted on Capitol Complex.

- Admission fees;
- Alcohol;
- Use of tobacco;
- Fireworks;
- Horses or other livestock (except on streets);
- Sidewalk chalk/paint;
- Popcorn poppers for use in buildings;
- Open flame (except for outdoor cooking or catering equipment with prior approval from DAS and compliance to requirements in Exhibit B);
- Sale of merchandise (except for the sale of food associated with the Event).
- Helium Balloons are not allowed in the Capitol Building.

5.15. Additional Limitation. Because the Capitol Complex is often a destination for children (persons under the age of eighteen) learning about their State government, visual displays, sounds, and other actions that are harmful to minors including, but not limited to, obscene materials (as defined in Iowa Code section 728.1(5)), and gratuitous violence or gore are not permitted at the Capitol Complex. "Obscene material" is any material depicting or describing the genitals, sex acts, masturbation, excretory functions or sadomasochistic abuse which the average person, taking the material as a whole and applying contemporary community standards with respect to what is suitable material for minors, would find appeals to the prurient interest and is patently offensive; and the material, taken as a whole, lacks serious literary, scientific, political or artistic value. "Gratuitous violence or gore" means any depiction of severe bodily injury or blood, organs, or other bodily fluids, which the average person, taking the material as a whole and applying contemporary community standards with respect to what is suitable material for minors, would find appeals to the prurient interest and is patently offensive; and the material, taken as a whole, lacks serious literary, scientific, political or artistic value.

6. Event Requestor Coordinator(s):

Shawn Monahan
515.698.6079 shawn.monahan@corebridgefinancial.com

7. DAS Event Coordinator.

Suzy Trotter
109 S. E. 13th Street, Des Moines, Iowa 50319
Office: 515.281.7259 Cell: 515.631.9247 Email: capitol.complex.events@iowa.gov

8. MOU Administration.

8.1. Amendments. This MOU may be amended in writing by mutual consent of the parties. All amendments to this MOU must be in writing and fully executed by the parties.

8.2. Assignment and Delegation. This MOU may not be assigned, transferred or conveyed in whole or in part without the prior written consent of the other party.

8.3. Integration. This MOU represents the entire MOU between parties. The parties shall not rely on any representation that may have been made which is not included in this MOU.

8.4. Headings or Captions. The paragraph headings or captions used in this MOU are for identification purposes only and do not limit or construe the contents of the paragraphs.

8.5. Supersedes Former MOUs or Agreements. This MOU supersedes all prior MOUs or Agreements between the parties for the services provided in connection with this MOU.

8.6. Governing Law. This agreement, and any disputes arising from it, shall be construed in accordance with Iowa law. Venue for any lawsuits resulting from it shall be Des Moines, Polk County, Iowa.

8.7. Interpretation. The State and Event Requestor, and their respective attorneys, have been provided an opportunity to review and revise this document prior to signing it. Ambiguities shall be interpreted as if both parties drafted the agreement together.

9. Termination. This MOU automatically terminates at -11:30 a.m. on -Thursday, November 20, 2025. Event Requestor's obligations under this MOU continue beyond its termination.

10. Signatures. Event Requestor, through the signature of its duly authorized representative identified below, affirmatively represents the signatory possesses all necessary power, authority and legal capacity to (1) act on behalf of Event Requestor; (2) enter into and bind Event Requestor to perform Event Requestor's obligations under this MOU; and (3) accept written notice for Event.

Charlee Cross
Charlee Cross, Chief Operating Officer
Department of Administrative Services
General Services Enterprise

12/3/2025
Date

Shawn Monahan
Duly Authorized Event Requestor Representative
Shawn Monahan
Corebridge Financial

12/3/2025
Date

Exhibit A
Corebridge Financial Retirement Investors' Club (RIC) Informational Events

Set up for the Event will maintain a five-foot egress leading to all exits. The Event will not disturb employees or other guests in the building(s), visually or audibly. Building furniture will not be moved. Employees and guests of the building(s) in the area will not be curtailed and the egress will be free of obstructions. Sponsor will use tables and chairs as provided in the Event Area or supply their own if needed.

2026 Corebridge Financial RIC Information Events

Date	Start Time	End Time	Location	Person
Tuesday, January 6, 2026	7:45 AM	8:45 AM	Grimes	Shawn
Tuesday, January 6, 2026	9:00 AM	10:30 AM	Oran Pape	Shawn
Tuesday, January 6, 2026	10:45 AM	12:30 PM	IWD: ground floor hallway	Shawn
Wednesday, January 7, 2026	12:30 PM	2:00 PM	Lucas	Kathy
Tuesday, January 20, 2026	11:30 AM	2:00 PM	6200 Park	Shawn
Wednesday, January 21, 2026	12:00 PM	2:00 PM	Hoover	Kathy
Monday, January 26, 2026	11:30 AM	2:00 PM	Jessie Parker	Shawn
Wednesday, January 28, 2026	8:30 AM	11:00 AM	IUC Room 2	Kathy
Wednesday, February 4, 2026	12:30 PM	2:00 PM	Lucas	Kathy
Tuesday, February 17, 2026	12:00 PM	2:00 PM	Hoover	Kathy
Wednesday, February 18, 2026	11:30 AM	2:00 PM	6200 Park	Shawn
Thursday, February 19, 2026	7:45 AM	8:45 AM	Grimes	Shawn
Thursday, February 19, 2026	9:00 AM	10:30 AM	Oran Pape	Shawn
Thursday, February 19, 2026	10:45 AM	12:30 PM	Capitol Building	Shawn
Thursday, March 5, 2026	12:30 PM	2:00 PM	Lucas	Kathy
Wednesday, March 11, 2026	7:45 AM	8:45 AM	Grimes	Shawn
Wednesday, March 11, 2026	9:00 AM	10:30 AM	Oran Pape	Shawn
Wednesday, March 11, 2026	11:30 AM	2:00 PM	6200 Park	Shawn
Wednesday, March 18, 2026	12:00 PM	2:00 PM	Hoover	Kathy
Thursday, April 9, 2026	7:45 AM	8:45 AM	Grimes	Shawn
Thursday, April 9, 2026	9:00 AM	10:30 AM	Oran Pape	Shawn
Thursday, April 9, 2026	10:45 AM	12:30 PM	IWD: ground floor hallway	Shawn
Wednesday, April 15, 2026	12:30 PM	2:00 PM	Lucas	Kathy
Monday, April 20, 2026	11:30 AM	2:00 PM	Jessie Parker	Shawn
Wednesday, April 22, 2026	11:30 AM	2:00 PM	6200 Park	Shawn
Thursday, April 23, 2026	12:00 PM	2:00 PM	Hoover	Kathy
Wednesday, April 29, 2026	11:30 AM	2:00 PM	IUC - Pending	Kathy
Wednesday, May 6, 2026	7:45 AM	8:45 AM	Grimes	Shawn
Wednesday, May 6, 2026	9:00 AM	10:30 AM	Oran Pape	Shawn
Wednesday, May 6, 2026	10:45 AM	12:30 PM	Capitol Building	Shawn
Tuesday, May 12, 2026	12:30 PM	2:00 PM	Lucas	Kathy
Thursday, May 14, 2026	12:00 PM	2:00 PM	Hoover	Kathy
Thursday, May 14, 2026	11:30 AM	2:00 PM	6200 Park	Shawn
Thursday, June 4, 2026	12:30 PM	2:00 PM	Lucas	Kathy

2026 Corebridge Financial RIC Information Events

Date	Start Time	End Time	Location	Person
Tuesday, June 9, 2026	7:45 AM	8:45 AM	Grimes	Shawn
Tuesday, June 9, 2026	11:30 AM	2:00 PM	6200 Park	Shawn
Thursday, June 11, 2026	12:00 PM	2:00 PM	Hoover	Kathy
Monday, July 13, 2026	11:30 AM	2:00 PM	Jessie Parker	Shawn
Tuesday, July 14, 2026	7:45 AM	8:45 AM	Grimes	Shawn
Tuesday, July 14, 2026	9:00 AM	10:30 AM	Oran Pape	Shawn
Tuesday, July 14, 2026	10:45 AM	12:30 PM	IWD: ground floor hallway	Shawn
Wednesday, July 15, 2026	11:30 AM	2:00 PM	6200 Park	Shawn
Thursday, July 16, 2026	12:30 PM	2:00 PM	Lucas	Kathy
Tuesday, July 28, 2026	12:00 PM	2:00 PM	Hoover	Kathy
Thursday, July 30, 2026	11:30 AM	2:00 PM	IUC - Pending	Kathy
Tuesday, August 4, 2026	12:30 PM	2:00 PM	Lucas	Kathy
Wednesday, August 5, 2026	7:45 AM	8:45 AM	Grimes	Shawn
Wednesday, August 5, 2026	9:00 AM	10:30 AM	Oran Pape	Shawn
Wednesday, August 5, 2026	10:45 AM	12:30 PM	Capitol Building	Shawn
Thursday, August 6, 2026	12:00 PM	2:00 PM	Hoover	Kathy
Thursday, August 27, 2026	11:30 AM	2:00 PM	6200 Park	Shawn
Wednesday, September 2, 2026	12:30 PM	2:00 PM	Lucas	Kathy
Wednesday, September 9, 2026	12:00 PM	2:00 PM	Hoover	Kathy
Wednesday, September 16, 2026	7:45 AM	8:45 AM	Grimes	Shawn
Wednesday, September 16, 2026	9:00 AM	10:30 AM	Oran Pape	Shawn
Wednesday, September 16, 2026	11:30 AM	2:00 PM	6200 Park	Shawn
Thursday, October 1, 2026	12:30 PM	2:00 PM	Lucas	Kathy
Tuesday, October 13, 2026	7:45 AM	8:45 AM	Grimes	Shawn
Tuesday, October 13, 2026	9:00 AM	10:30 AM	Oran Pape	Shawn
Tuesday, October 13, 2026	10:45 AM	12:30 PM	IWD: ground floor hallway	Shawn
Thursday, October 15, 2026	12:00 PM	2:00 PM	Hoover	Kathy
Monday, October 19, 2026	11:30 AM	2:00 PM	Jessie Parker	Shawn
Thursday, October 22, 2026	11:30 AM	2:00 PM	6200 Park	Shawn
Tuesday, October 27, 2026	11:30 AM	2:00 PM	IUC - Pending	Kathy
Thursday, November 5, 2026	12:30 PM	2:00 PM	Lucas	Kathy
Thursday, November 12, 2026	12:00 PM	2:00 PM	Hoover	Kathy
Thursday, November 12, 2026	7:45 AM	8:45 AM	Grimes	Shawn
Thursday, November 12, 2026	9:00 AM	10:30 AM	Oran Pape	Shawn
Thursday, November 12, 2026	10:45 AM	12:30 PM	Capitol Building	Shawn
Thursday, November 19, 2026	11:30 AM	2:00 PM	6200 Park	Shawn
Tuesday, December 1, 2026	12:30 PM	2:00 PM	Lucas	Kathy
Wednesday, December 2, 2026	7:45 AM	8:45 AM	Grimes	Shawn
Wednesday, December 2, 2026	9:00 AM	10:30 AM	Oran Pape	Shawn
Wednesday, December 2, 2026	11:30 AM	2:00 PM	6200 Park	Shawn
Thursday, December 3, 2026	12:00 PM	2:00 PM	Hoover	Kathy

Exhibit B
Catering Equipment and Outdoor Cooking

Catering Equipment Requirements

- Portable food warming devices that are fueled (i.e. Sterno) shall have non-combustible lids for immediate use for each warming device.
- The warming device shall be on a noncombustible protective material to prevent tipping and damage.
- The devices shall be continuously under the care and control of a competent person.
- A fire extinguisher must be provided by the Event Requestor and located to be readily available for use.

Outdoor Cooking Requirements

- A designated person of the Event Requestor will need to be responsible for lighting, kindling and maintaining the self-supporting outdoor cooking equipment.
- Cooking equipment will be at a minimum of 20 feet of any building.
- Cooking equipment will be at a minimum of 10 feet between other cooking equipment, vehicles, trash containers or other significant quantities of combustible materials.
- If propane tanks are used, all connections are to be soap tested prior to ignition. LP containers and equipment must be in compliance with acceptable NFPA (National Fire Protection Association) Code.
- The fire shall be continuously under the care and control of a competent person until it is extinguished. In addition, a fire extinguisher must be provided by the Event Requestor and located to be readily available for use.
- Outdoor cooking equipment shall be on a noncombustible protective material to prevent damage. Outdoor cooking equipment may be placed on the grass with protective material; however, this does not relieve Event Requestor of any Charges or Indemnification as a result of damage to the grass.
- If outdoor conditions pose a high risk of the fire spreading, such as high winds or extremely dry conditions, the Iowa Department of Administrative Services and/or Iowa State Patrol Post 16 reserves the right to require the Event Requestor to discontinue use of the cooking equipment to protect the public and facilities.

Exhibit C
Display Guidelines

Capitol Building Displays

- Displays are considered an 'event' as we are coordinating the use of the space.
- The 1st Floor Rotunda in the Capitol has four defined spaces for groups to reserve.
- All groups must submit a photo with dimensions of the display for approval. Dimensions will not exceed 7 foot wide and 7 foot deep.
- Displays in the building have a height cap of 9 foot, so not to interfere with electronic smoke detectors.
- Displays will not be allowed to impede the egress.
- Displays are required to provide a baseboard so those with visual impairments using a cane can identify obstacles.
- Events / Displays may be refused if it would be disruptive of official state business or to the public health, safety and welfare, or is inconsistent with Iowa Administrative Code.
- The time limit allows for maintenance / cleaning of the area.
- All approved displays will provide signage at the display location containing a disclaimer stating the display is not owned, maintained, promoted, supported by or associated with the State of Iowa.

Outdoor Displays

- Outdoor displays are considered temporary site features and must be submitted to the Capitol Planning Commission Site Features Committee for review and approval. (https://das.iowa.gov/state-employees/general-services/capitol-planning-commission/site-features)

ATTACHMENT C

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB787 - Iowans Unafraid - 2/12/2026

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Mon, Jan 12, 2026 at 3:32 PM
Reply-To: capitol.complex.events@iowa.gov
To: grant@1lovelegacy.com
Cc: grant@1lovelegacy.com

Grant Hill,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB787
Date of Form Submission: 1/12/2026 15:32:13

Form Submission Values:
Representative's Name: Grant Hill
Address: 212 N Carpenter St
City: Keota
State: Iowa
Zip Code: 52248
Email Address: grant@1lovelegacy.com
Phone Number: 641-295-0146
Name (On-site): Grant Hill
Email Address (On-site): grant@1lovelegacy.com
Phone Number (On-site): 641-295-0146
Event Requestor: Iowans Unafraid
Address (Requestor): PO Box 64
City (Requestor): Altoona
State (Requestor): Iowa
Zip Code (Requestor): 50009
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 25 or less
Catering Equipment and Outdoor Cooking: Neither
Event Title: Iowans Unafraid
Web Page With Event Information: https://www.iowansunafraid.org/
Event Detail: We will have a table and some paperwork.
Event Date: 2/12/2026
Start Time: 9:00:00 AM
End Time: 3:00:00 PM

ATTACHMENT D

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB787 - Iowans Unafraid - 2/12/2026

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Mon, Jan 12, 2026 at 3:53 PM
To: grant@1lovelegacy.com

Hi Grant- your application is a request to hold an event on 2/12/2026. Unfortunately, groups can only hold one event per calendar year. I am wondering if you were planning to request a date in 2027?

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Mon, Jan 12, 2026 at 3:32 PM <donotreplycontactus@iowa.gov> wrote:

Grant Hill,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB787
Date of Form Submission: 1/12/2026 15:32:13

Form Submission Values:
Representative's Name: Grant Hill
Address: 212 N Carpenter St
City: Keota
State: Iowa
Zip Code: 52248
Email Address: grant@1lovelegacy.com
Phone Number: 641-295-0146
Name (On-site): Grant Hill
Email Address (On-site): grant@1lovelegacy.com
Phone Number (On-site): 641-295-0146
Event Requestor: Iowans Unafraid
Address (Requestor): PO Box 64
City (Requestor): Altoona
State (Requestor): Iowa
Zip Code (Requestor): 50009
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 25 or less
Catering Equipment and Outdoor Cooking: Neither
Event Title: Iowans Unafraid
Web Page With Event Information: https://www.iowansunafraid.org/
Event Detail: We will have a table and some paperwork.
Event Date: 2/12/2026

Start Time: 9:00:00 AM
End Time: 3:00:00 PM

ATTACHMENT E

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB787 - Iowans Unafraid - 2/12/2026

1 message

Grant Hill <grant@1lovelegacy.com> Mon, Jan 12, 2026 at 3:54 PM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>

No. Sorry we were unaware of the 1 event per year deal.

Thank you. We would like to schedule then for the first day of the session in 2027 then!

Strength in Struggle. Love without Limits. Legacy without End!

Grant Hill
Founder
1 Love Legacy

On Mon, Jan 12, 2026, 3:53 PM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

> Hi Grant- your application is a request to hold an event on 2/12/2026. Unfortunately, groups can only hold one event per calendar year. I am wondering if you were planning to request a date in 2027?
>
> **Suzy Trotter**
> **Capitol Complex Events Coordinator**
> General Services Enterprise
> Iowa Department of Administrative Services
> 109 S.E. 13th St., Des Moines, IA 50319
> 515-281-7259 Office
> 515-631-9247 Mobile
> capitol.complex.events@iowa.gov
> https://das.iowa.gov
>
> Department of Administrative Services
>
> On Mon, Jan 12, 2026 at 3:32 PM <donotreplycontactus@iowa.gov> wrote:
>
> > Grant Hill,
> >
> > The following request was submitted on the Capitol Building Application Form.
> >
> > **Application Number:** ACB787
> > **Date of Form Submission:** 1/12/2026 15:32:13
> >
> > **Form Submission Values:**
> > **Representative's Name:** Grant Hill
> > **Address:** 212 N Carpenter St
> > **City:** Keota
> > **State:** Iowa
> > **Zip Code:** 52248
> > **Email Address:** grant@1lovelegacy.com
> > **Phone Number:** 641-295-0146
> > **Name (On-site):** Grant Hill
> > **Email Address (On-site):** grant@1lovelegacy.com
> > **Phone Number (On-site):** 641-295-0146
> > **Event Requestor:** Iowans Unafraid

Address (Requestor): PO Box 64
City (Requestor): Altoona
State (Requestor): Iowa
Zip Code (Requestor): 50009
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 25 or less
Catering Equipment and Outdoor Cooking: Neither
Event Title: Iowans Unafraid
Web Page With Event Information: https://www.iowansunafraid.org/
Event Detail: We will have a table and some paperwork.
Event Date: 2/12/2026
Start Time: 9:00:00 AM
End Time: 3:00:00 PM

ATTACHMENT F

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB787 - Iowans Unafraid - 2/12/2026

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Mon, Jan 12, 2026 at 3:56 PM
To: Grant Hill <grant@1lovelegacy.com>

I can add you to the calendar for 1/11/2027. Do you truly need the entire Rotunda - all four sections? Today you had one table in the east section.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Mon, Jan 12, 2026 at 3:54 PM Grant Hill <grant@1lovelegacy.com> wrote:

> No. Sorry we were unaware of the 1 event per year deal.
>
> Thank you. We would like to schedule then for the first day of the session in 2027 then!
>
> Strength in Struggle. Love without Limits. Legacy without End!
>
> Grant Hill
> Founder
> 1 Love Legacy
>
> On Mon, Jan 12, 2026, 3:53 PM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:
>
> > Hi Grant- your application is a request to hold an event on 2/12/2026. Unfortunately, groups can only hold one event per calendar year. I am wondering if you were planning to request a date in 2027?
> >
> > **Suzy Trotter**
> > **Capitol Complex Events Coordinator**
> > General Services Enterprise
> > Iowa Department of Administrative Services
> > 109 S.E. 13th St., Des Moines, IA 50319
> > 515-281-7259 Office
> > 515-631-9247 Mobile
> > capitol.complex.events@iowa.gov
> > https://das.iowa.gov
>
> Department of Administrative Services

On Mon, Jan 12, 2026 at 3:32 PM <donotreplycontactus@iowa.gov> wrote:

Grant Hill,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB787
Date of Form Submission: 1/12/2026 15:32:13

Form Submission Values:
Representative's Name: Grant Hill
Address: 212 N Carpenter St
City: Keota
State: Iowa
Zip Code: 52248
Email Address: grant@1lovelegacy.com
Phone Number: 641-295-0146
Name (On-site): Grant Hill
Email Address (On-site): grant@1lovelegacy.com
Phone Number (On-site): 641-295-0146
Event Requestor: Iowans Unafraid
Address (Requestor): PO Box 64
City (Requestor): Altoona
State (Requestor): Iowa
Zip Code (Requestor): 50009
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 25 or less
Catering Equipment and Outdoor Cooking: Neither
Event Title: Iowans Unafraid
Web Page With Event Information: https://www.iowansunafraid.org/
Event Detail: We will have a table and some paperwork.
Event Date: 2/12/2026
Start Time: 9:00:00 AM
End Time: 3:00:00 PM

ATTACHMENT G

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB787 - Iowans Unafraid - 2/12/2026

1 message

Grant Hill <grant@1lovelegacy.com> Mon, Jan 12, 2026 at 4:00 PM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>

Oh goodness no! Just the same spot we were at today! I was confused with the options!

Strength in Struggle. Love without Limits. Legacy without End!

Grant Hill
Founder
1 Love Legacy

On Mon, Jan 12, 2026, 3:57 PM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

I can add you to the calendar for 1/11/2027. Do you truly need the entire Rotunda - all four sections? Today you had one table in the east section.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
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515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

On Mon, Jan 12, 2026 at 3:54 PM Grant Hill <grant@1lovelegacy.com> wrote:

No. Sorry we were unaware of the 1 event per year deal.

Thank you. We would like to schedule then for the first day of the session in 2027 then!

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Grant Hill
Founder
1 Love Legacy

On Mon, Jan 12, 2026, 3:53 PM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

Hi Grant- your application is a request to hold an event on 2/12/2026. Unfortunately, groups can only hold one event per calendar year. I am wondering if you were planning to request a date in 2027?

Suzy Trotter
Capitol Complex Events Coordinator
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515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

On Mon, Jan 12, 2026 at 3:32 PM <donotreplycontactus@iowa.gov> wrote:

Grant Hill,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB787
Date of Form Submission: 1/12/2026 15:32:13

Form Submission Values:
Representative's Name: Grant Hill
Address: 212 N Carpenter St
City: Keota
State: Iowa
Zip Code: 52248
Email Address: grant@1lovelegacy.com
Phone Number: 641-295-0146
Name (On-site): Grant Hill
Email Address (On-site): grant@1lovelegacy.com
Phone Number (On-site): 641-295-0146
Event Requestor: Iowans Unafraid
Address (Requestor): PO Box 64
City (Requestor): Altoona
State (Requestor): Iowa
Zip Code (Requestor): 50009
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 25 or less
Catering Equipment and Outdoor Cooking: Neither
Event Title: Iowans Unafraid
Web Page With Event Information: https://www.iowansunafraid.org/
Event Detail: We will have a table and some paperwork.
Event Date: 2/12/2026
Start Time: 9:00:00 AM
End Time: 3:00:00 PM

ATTACHMENT H

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB787 - Iowans Unafraid - 2/12/2026

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Tue, Jan 13, 2026 at 12:26 PM
To: Grant Hill <grant@1lovelegacy.com>

Hi Grant, I have your event pending on the 2027 calendar. Our office will follow up with an agreement at a later date to confirm Application Number: ACB787. Please contact our office if your plans change so we can up our records and the calendar accordingly.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Mon, Jan 12, 2026 at 4:01 PM Grant Hill <grant@1lovelegacy.com> wrote:

> Oh goodness no! Just the same spot we were at today! I was confused with the options!
>
> Strength in Struggle. Love without Limits. Legacy without End!
>
> Grant Hill
> Founder
> 1 Love Legacy
>
> On Mon, Jan 12, 2026, 3:57 PM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:
>
> > I can add you to the calendar for 1/11/2027. Do you truly need the entire Rotunda - all four sections? Today you had one table in the east section.
> >
> > **Suzy Trotter**
> > **Capitol Complex Events Coordinator**
> > General Services Enterprise
> > Iowa Department of Administrative Services
> > 109 S.E. 13th St., Des Moines, IA 50319
> > 515-281-7259 Office
> > 515-631-9247 Mobile
> > capitol.complex.events@iowa.gov
> > https://das.iowa.gov
> >
> > Department of Administrative Services

On Mon, Jan 12, 2026 at 3:54 PM Grant Hill <grant@1lovelegacy.com> wrote:

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Grant Hill
Founder
1 Love Legacy

On Mon, Jan 12, 2026, 3:53 PM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

Hi Grant- your application is a request to hold an event on 2/12/2026. Unfortunately, groups can only hold one event per calendar year. I am wondering if you were planning to request a date in 2027?

Suzy Trotter
Capitol Complex Events Coordinator
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Iowa Department of Administrative Services
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515-281-7259 Office
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capitol.complex.events@iowa.gov
https://das.iowa.gov

IOWA | Department of Administrative Services

On Mon, Jan 12, 2026 at 3:32 PM <donotreplycontactus@iowa.gov> wrote:

Grant Hill,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB787
Date of Form Submission: 1/12/2026 15:32:13

Form Submission Values:
Representative's Name: Grant Hill
Address: 212 N Carpenter St
City: Keota
State: Iowa
Zip Code: 52248
Email Address: grant@1lovelegacy.com
Phone Number: 641-295-0146
Name (On-site): Grant Hill
Email Address (On-site): grant@1lovelegacy.com
Phone Number (On-site): 641-295-0146
Event Requestor: Iowans Unafraid
Address (Requestor): PO Box 64
City (Requestor): Altoona
State (Requestor): Iowa
Zip Code (Requestor): 50009
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 25 or less
Catering Equipment and Outdoor Cooking: Neither
Event Title: Iowans Unafraid
Web Page With Event Information: https://www.iowansunafraid.org/
Event Detail: We will have a table and some paperwork.
Event Date: 2/12/2026

Start Time: 9:00:00 AM
End Time: 3:00:00 PM

ATTACHMENT I

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB784 - SIYAC, YJC, and ISTEP Day on the Hill - 1/12/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Mon, Jan 12, 2026 at 6:01 AM
Reply-To: capitol.complex.events@iowa.gov
To: kayla.powell@hhs.iowa.gov
Cc: kayla.powell@hhs.iowa.gov

Kayla Powell,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB784
Date of Form Submission: 1/12/2026 6:01:21

Form Submission Values:
Representative's Name: Kayla Powell
Address: 321 E 12th street
City: Des Moines
State: Iowa
Zip Code: 50319
Email Address: kayla.powell@hhs.iowa.gov
Phone Number: 515-343-6412
Name (On-site): Kayla Powell
Email Address (On-site): kayla.powell@hhs.iowa.gov
Phone Number (On-site): 515-343-6412
Event Requestor: Iowa Department of Health and Human Services
Address (Requestor): 321 E 12th Street
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50319
Location: 1st Floor Rotunda - West & South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: SIYAC, YJC, and ISTEP Day on the Hill
Web Page With Event Information:
Event Detail: 7a-8a: set up 8a-3:30: youth council tables 3:30-4: year down
Event Date: 1/12/2027
Start Time: 7:00:00 AM
End Time: 4:00:00 PM

ATTACHMENT J

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB784 - SIYAC, YJC, and ISTEP Day on the Hill - 1/12/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Mon, Jan 12, 2026 at 7:50 AM
To: kayla.powell@hhs.iowa.gov

Kayla, our office will follow up with an agreement at a later date to confirm Application Number: ACB784. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Mon, Jan 12, 2026 at 6:01 AM <donotreplycontactus@iowa.gov> wrote:

Kayla Powell,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB784
Date of Form Submission: 1/12/2026 6:01:21

Form Submission Values:
Representative's Name: Kayla Powell
Address: 321 E 12th street
City: Des Moines
State: Iowa
Zip Code: 50319
Email Address: kayla.powell@hhs.iowa.gov
Phone Number: 515-343-6412
Name (On-site): Kayla Powell
Email Address (On-site): kayla.powell@hhs.iowa.gov
Phone Number (On-site): 515-343-6412
Event Requestor: Iowa Department of Health and Human Services
Address (Requestor): 321 E 12th Street
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50319
Location: 1st Floor Rotunda - West & South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: SIYAC, YJC, and ISTEP Day on the Hill
Web Page With Event Information:
Event Detail: 7a-8a: set up 8a-3:30: youth council tables 3:30-4: year down
Event Date: 1/12/2027

Start Time: 7:00:00 AM
End Time: 4:00:00 PM

ATTACHMENT K

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB783 - Des Moines Water Works Legislative Breakfast - 1/12/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Mon, Jan 12, 2026 at 6:00 AM
Reply-To: capitol.complex.events@iowa.gov
To: admin@advocacyiowa.com
Cc: threase@advocacyiowa.com

Jessica Meyer,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB783
Date of Form Submission: 1/12/2026 5:59:59

Form Submission Values:
Representative's Name: Jessica Meyer
Address: 974 73rd St, Suite 14
City: West Des Moines
State: Iowa
Zip Code: 50265
Email Address: admin@advocacyiowa.com
Phone Number: 641-417-8871
Name (On-site): Threase Harms
Email Address (On-site): threase@advocacyiowa.com
Phone Number (On-site): 515-975-5299
Event Requestor: Des Moines Water Works
Address (Requestor): 2201 George Flagg Parkway
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50321
Location: 1st Floor Rotunda - East & North
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Des Moines Water Works Legislative Breakfast
Web Page With Event Information:
Event Detail: Need tables and chairs set up and will bring in a few floor displays and snacks to share. Jessica Meyer is the Duly Authorized Event Sponsor Representative, please include Threase Harms on all correspondences threase@advocacyiowa.com
Event Date: 1/12/2027
Start Time: 7:00:00 AM
End Time: 9:30:00 AM

ATTACHMENT L

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB783 - Des Moines Water Works Legislative Breakfast - 1/12/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Mon, Jan 12, 2026 at 7:47 AM
To: admin@advocacyiowa.com
Cc: threase@advocacyiowa.com

Jessica, our office will follow up with an agreement at a later date to confirm Application Number: ACB783. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Mon, Jan 12, 2026 at 6:00 AM <donotreplycontactus@iowa.gov> wrote:

Jessica Meyer,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB783
Date of Form Submission: 1/12/2026 5:59:59

Form Submission Values:
Representative's Name: Jessica Meyer
Address: 974 73rd St, Suite 14
City: West Des Moines
State: Iowa
Zip Code: 50265
Email Address: admin@advocacyiowa.com
Phone Number: 641-417-8871
Name (On-site): Threase Harms
Email Address (On-site): threase@advocacyiowa.com
Phone Number (On-site): 515-975-5299
Event Requestor: Des Moines Water Works
Address (Requestor): 2201 George Flagg Parkway
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50321
Location: 1st Floor Rotunda - East & North
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Des Moines Water Works Legislative Breakfast
Web Page With Event Information:
Event Detail: Need tables and chairs set up and will bring in a few floor displays and snacks to share. Jessica Meyer is

the Duly Authorized Event Sponsor Representative, please include Threase Harms on all correspondences
threase@advocacyiowa.com
Event Date: 1/12/2027
Start Time: 7:00:00 AM
End Time: 9:30:00 AM

ATTACHMENT M

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB786 - Iowa Board of Regents Welcome Back Reception - 1/12/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Mon, Jan 12, 2026 at 2:03 PM
Reply-To: capitol.complex.events@iowa.gov
To: jillian.carlson@iowaregents.edu
Cc: jillian.carlson@iowaregents.edu

Jillian Carlson,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB786
Date of Form Submission: 1/12/2026 14:03:11

Form Submission Values:
Representative's Name: Jillian Carlson
Address: 11260 NW Aurora Ave
City: Urbandale
State: Iowa
Zip Code: 50322
Email Address: jillian.carlson@iowaregents.edu
Phone Number: 515-508-1794
Name (On-site): Jillian Carlson
Email Address (On-site): jillian.carlson@iowaregents.edu
Phone Number (On-site): 515-508-1794
Event Requestor: Iowa Board of Regents
Address (Requestor): 11260 NW Aurora Ave.
City (Requestor): Urbandale
State (Requestor): Iowa
Zip Code (Requestor): 50322
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Iowa Board of Regents Welcome Back Reception
Web Page With Event Information: N/A
Event Detail: Iowa Board of Regents Welcome Back Reception. No formal agenda. Table with light refreshments catered by Capitol Cafeteria. No food warmers or outdoor cooking equipment needed. Two tables set up. No chairs needed. Set up from 2:00-2:30. Event from 2:30-4:30. Tear down 4:30-5:00.
Event Date: 1/12/2027
Start Time: 2:00:00 PM
End Time: 5:00:00 PM

ATTACHMENT N

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB786 - Iowa Board of Regents Welcome Back Reception - 1/12/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Mon, Jan 12, 2026 at 2:14 PM
To: jillian.carlson@iowaregents.edu

Jillian, our office will follow up with an agreement at a later date to confirm Application Number: ACB786. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Mon, Jan 12, 2026 at 2:03 PM <donotreplycontactus@iowa.gov> wrote:

Jillian Carlson,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB786
Date of Form Submission: 1/12/2026 14:03:11

Form Submission Values:
Representative's Name: Jillian Carlson
Address: 11260 NW Aurora Ave
City: Urbandale
State: Iowa
Zip Code: 50322
Email Address: jillian.carlson@iowaregents.edu
Phone Number: 515-508-1794
Name (On-site): Jillian Carlson
Email Address (On-site): jillian.carlson@iowaregents.edu
Phone Number (On-site): 515-508-1794
Event Requestor: Iowa Board of Regents
Address (Requestor): 11260 NW Aurora Ave.
City (Requestor): Urbandale
State (Requestor): Iowa
Zip Code (Requestor): 50322
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Iowa Board of Regents Welcome Back Reception
Web Page With Event Information: N/A
Event Detail: Iowa Board of Regents Welcome Back Reception. No formal agenda. Table with light refreshments

catered by Capitol Cafeteria. No food warmers or outdoor cooking equipment needed. Two tables set up. No chairs needed. Set up from 2:00-2:30. Event from 2:30-4:30. Tear down 4:30-5:00.
Event Date: 1/12/2027
Start Time: 2:00:00 PM
End Time: 5:00:00 PM

ATTACHMENT O

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB788 - IJCSA Legislative Breakfast - 1/13/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Tue, Jan 13, 2026 at 6:05 AM
Reply-To: capitol.complex.events@iowa.gov
To: Shauna.Krush@iowacourts.gov
Cc: Nate.Desy@iowacourts.gov

Shauna Krush,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB788
Date of Form Submission: 1/13/2026 6:05:14

Form Submission Values:
Representative's Name: Shauna Krush
Address: 3 4th street NE
City: Mason City
State: Iowa
Zip Code: 50401
Email Address: Shauna.Krush@iowacourts.gov
Phone Number: 641-525-0366
Name (On-site): Nate Desy
Email Address (On-site): Nate.Desy@iowacourts.gov
Phone Number (On-site): 712-263-5442
Event Requestor: Iowa Juvenile Court Services Association
Address (Requestor): 3 4th street NE
City (Requestor): Mason City
State (Requestor): Iowa
Zip Code (Requestor): 50401
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: IJCSA Legislative Breakfast
Web Page With Event Information:
Event Detail: We will have catered breakfast items for legislators. The IJCSA Breakfast will run from 7:00am to 9:00am. Set up at 6:30am. Tear down from 9:00am to 9:30am.
Event Date: 1/13/2027
Start Time: 6:30:00 AM
End Time: 9:30:00 AM

ATTACHMENT P

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB788 - IJCSA Legislative Breakfast - 1/13/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Tue, Jan 13, 2026 at 12:28 PM
To: shauna.krush@iowacourts.gov
Cc: Nate.Desy@iowacourts.gov

Hi Shauna. our office will follow up with an agreement at a later date to confirm Application Number: ACB788.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Tue, Jan 13, 2026 at 6:05 AM <donotreplycontactus@iowa.gov> wrote:

Shauna Krush,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB788
Date of Form Submission: 1/13/2026 6:05:14

Form Submission Values:
Representative's Name: Shauna Krush
Address: 3 4th street NE
City: Mason City
State: Iowa
Zip Code: 50401
Email Address: Shauna.Krush@iowacourts.gov
Phone Number: 641-525-0366
Name (On-site): Nate Desy
Email Address (On-site): Nate.Desy@iowacourts.gov
Phone Number (On-site): 712-263-5442
Event Requestor: Iowa Juvenile Court Services Association
Address (Requestor): 3 4th street NE
City (Requestor): Mason City
State (Requestor): Iowa
Zip Code (Requestor): 50401
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: IJCSA Legislative Breakfast
Web Page With Event Information:
Event Detail: We will have catered breakfast items for legislators. The IJCSA Breakfast will run from 7:00am to 9:00am. Set up at 6:30am. Tear down from 9:00am to 9:30am.
Event Date: 1/13/2027

Start Time: 6:30:00 AM
End Time: 9:30:00 AM

ATTACHMENT Q

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: [EXTERNAL]Re: Capitol Building Application - ACB788 - IJCSA Legislative Breakfast - 1/13/2027

1 message

Shauna Krush [JB] <Shauna.Krush@iowacourts.gov> Tue, Jan 13, 2026 at 12:29 PM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>

Thank you!

Shauna Krush | Juvenile Court Officer III
Cerro Gordo, Winnebago, and Worth County
641.423.8624 (office) | 641.525.0366 (state cell)
Shauna.Krush@iowacourts.gov

From: suzy.trotter@iowa.gov <suzy.trotter@iowa.gov> on behalf of Capitol Complex, Events <capitol.complex.events@iowa.gov>
Sent: Tuesday, January 13, 2026 12:28:24 PM
To: Shauna Krush [JB] <Shauna.Krush@iowacourts.gov>
Cc: Nathan Desy [JB] <Nate.Desy@iowacourts.gov>
Subject: [EXTERNAL]Re: Capitol Building Application - ACB788 - IJCSA Legislative Breakfast - 1/13/2027

Hi Shauna. our office will follow up with an agreement at a later date to confirm Application Number: ACB788.

Suzy Trotter
Capitol Complex
Events Coordinator
General Services
Enterprise
Iowa Department
of Administrative Services
109 S.E. 13th
St., Des Moines, IA 50319
515-281-7259
Office
515-631-9247
Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Tue, Jan 13, 2026 at 6:05 AM <donotreplycontactus@iowa.gov> wrote:
> Shauna Krush,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB788
Date of Form Submission: 1/13/2026 6:05:14

Form Submission Values:
Representative's Name: Shauna Krush
Address: 3 4th street NE
City: Mason City
State: Iowa
Zip Code: 50401
Email Address: Shauna.Krush@iowacourts.gov
Phone Number: 641-525-0366
Name (On-site): Nate Desy
Email Address (On-site): Nate.Desy@iowacourts.gov
Phone Number (On-site): 712-263-5442
Event Requestor: Iowa Juvenile Court Services Association
Address (Requestor): 3 4th street NE
City (Requestor): Mason City
State (Requestor): Iowa
Zip Code (Requestor): 50401
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: IJCSA Legislative Breakfast
Web Page With Event Information:
Event Detail: We will have catered breakfast items for legislators. The IJCSA Breakfast will run from 7:00am to 9:00am. Set up at 6:30am. Tear down from 9:00am to 9:30am.
Event Date: 1/13/2027
Start Time: 6:30:00 AM
End Time: 9:30:00 AM

ATTACHMENT R

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB790 - Informed Choice Iowa - 1/13/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Wed, Jan 14, 2026 at 4:09 PM
Reply-To: capitol.complex.events@iowa.gov
To: gabby.fistler@informedchoiceiowa.com
Cc: gabby.fistler@informedchoiceiowa.com

Gabby Fistler,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB790
Date of Form Submission: 1/14/2026 16:09:26

Form Submission Values:
Representative's Name: Gabby Fistler
Address: 518 3rd Ave
City: Ackley
State: Iowa
Zip Code: 50601
Email Address: gabby.fistler@informedchoiceiowa.com
Phone Number: 319-415-6650
Name (On-site): Gabby Fistler
Email Address (On-site): gabby.fistler@informedchoiceiowa.com
Phone Number (On-site): 319-415-6650
Event Requestor: Gabby Fistler
Address (Requestor): 518 3rd Ave
City (Requestor): Ackley
State (Requestor): Iowa
Zip Code (Requestor): 50601
Location: 1st Floor Rotunda - East & North
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Informed Choice Iowa
Web Page With Event Information: Www.informedchoiceiowa.com
Event Detail: 8-2 table with medical freedom advocacy
Event Date: 1/13/2027
Start Time: 8:00:00 AM
End Time: 2:00:00 PM

ATTACHMENT S

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB790 - Informed Choice Iowa - 1/13/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Thu, Jan 15, 2026 at 10:42 AM
To: gabby.fistler@informedchoiceiowa.com

Hi Gabby. I am not able to approve Application Number: ACB790 as submitted because we received another application from a group to use the Rotunda from 7a to 9:30a. Would you be willing to adjust your start time to 9:30a. Would you still want to conclude at 2:00p or stay later?

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Wed, Jan 14, 2026 at 4:09 PM <donotreplycontactus@iowa.gov> wrote:

Gabby Fistler,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB790
Date of Form Submission: 1/14/2026 16:09:26

Form Submission Values:
Representative's Name: Gabby Fistler
Address: 518 3rd Ave
City: Ackley
State: Iowa
Zip Code: 50601
Email Address: gabby.fistler@informedchoiceiowa.com
Phone Number: 319-415-6650
Name (On-site): Gabby Fistler
Email Address (On-site): gabby.fistler@informedchoiceiowa.com
Phone Number (On-site): 319-415-6650
Event Requestor: Gabby Fistler
Address (Requestor): 518 3rd Ave
City (Requestor): Ackley
State (Requestor): Iowa
Zip Code (Requestor): 50601
Location: 1st Floor Rotunda - East & North
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Informed Choice Iowa
Web Page With Event Information: Www.informedchoiceiowa.com
Event Detail: 8-2 table with medical freedom advocacy

Event Date: 1/13/2027
Start Time: 8:00:00 AM
End Time: 2:00:00 PM

ATTACHMENT T

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB790 - Informed Choice Iowa - 1/13/2027

1 message

Gabby Fistler <gabby.fistler@informedchoiceiowa.com> Thu, Jan 15, 2026 at 11:36 AM
To: capitol.complex.events@iowa.gov

We are happy to do 9:30-2!
Sent from my iPhone

On Jan 15, 2026, at 10:42 AM, Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

Hi Gabby. I am not able to approve Application Number: ACB790 as submitted because we received another application from a group to use the Rotunda from 7a to 9:30a. Would you be willing to adjust your start time to 9:30a. Would you still want to conclude at 2:00p or stay later?

Suzy Trotter
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capitol.complex.events@iowa.gov
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Department of Administrative Services

On Wed, Jan 14, 2026 at 4:09 PM <donotreplycontactus@iowa.gov> wrote:

Gabby Fistler,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB790
Date of Form Submission: 1/14/2026 16:09:26

Form Submission Values:
Representative's Name: Gabby Fistler
Address: 518 3rd Ave
City: Ackley
State: Iowa
Zip Code: 50601
Email Address: gabby.fistler@informedchoiceiowa.com
Phone Number: 319-415-6650
Name (On-site): Gabby Fistler
Email Address (On-site): gabby.fistler@informedchoiceiowa.com
Phone Number (On-site): 319-415-6650
Event Requestor: Gabby Fistler
Address (Requestor): 518 3rd Ave
City (Requestor): Ackley
State (Requestor): Iowa

Zip Code (Requestor): 50601
Location: 1st Floor Rotunda - East & North
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Informed Choice Iowa
Web Page With Event Information: Www.informedchoiceiowa.com
Event Detail: 8-2 table with medical freedom advocacy
Event Date: 1/13/2027
Start Time: 8:00:00 AM
End Time: 2:00:00 PM

ATTACHMENT U

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB790 - Informed Choice Iowa - 1/13/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Thu, Jan 15, 2026 at 11:45 AM
To: Gabby Fistler <gabby.fistler@informedchoiceiowa.com>

Perfect. For your awareness, Moms For Liberty-Iowa submitted an application for 1/13/2027 for 9:30a to 2p. Our office will follow up with an agreement at a later date to confirm.

Please contact our office if your plans change so we can up our records and the calendar accordingly.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

On Thu, Jan 15, 2026 at 11:36 AM Gabby Fistler <gabby.fistler@informedchoiceiowa.com> wrote:

> We are happy to do 9:30-2!
> Sent from my iPhone
>
> On Jan 15, 2026, at 10:42 AM, Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:
>
> Hi Gabby. I am not able to approve Application Number: ACB790 as submitted because we received another application from a group to use the Rotunda from 7a to 9:30a. Would you be willing to adjust your start time to 9:30a. Would you still want to conclude at 2:00p or stay later?
>
> **Suzy Trotter**
> **Capitol Complex Events Coordinator**
> General Services Enterprise
> Iowa Department of Administrative Services
> 109 S.E. 13th St., Des Moines, IA 50319
> 515-281-7259 Office
> 515-631-9247 Mobile
> capitol.complex.events@iowa.gov
> https://das.iowa.gov

On Wed, Jan 14, 2026 at 4:09 PM <donotreplycontactus@iowa.gov> wrote:

Gabby Fistler,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB790
Date of Form Submission: 1/14/2026 16:09:26

Form Submission Values:
Representative's Name: Gabby Fistler
Address: 518 3rd Ave
City: Ackley
State: Iowa
Zip Code: 50601
Email Address: gabby.fistler@informedchoiceiowa.com
Phone Number: 319-415-6650
Name (On-site): Gabby Fistler
Email Address (On-site): gabby.fistler@informedchoiceiowa.com
Phone Number (On-site): 319-415-6650
Event Requestor: Gabby Fistler
Address (Requestor): 518 3rd Ave
City (Requestor): Ackley
State (Requestor): Iowa
Zip Code (Requestor): 50601
Location: 1st Floor Rotunda - East & North
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Informed Choice Iowa
Web Page With Event Information: Www.informedchoiceiowa.com
Event Detail: 8-2 table with medical freedom advocacy
Event Date: 1/13/2027
Start Time: 8:00:00 AM
End Time: 2:00:00 PM

ATTACHMENT V

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB790 - Informed Choice Iowa - 1/13/2027

1 message

Gabby Fistler <gabby.fistler@informedchoiceiowa.com> Thu, Jan 15, 2026 at 12:00 PM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>

We planned to coordinate with them but thanks for letting us know!

On Thu, Jan 15, 2026 at 11:45 AM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

Perfect. For your awareness, Moms For Liberty-Iowa submitted an application for 1/13/2027 for 9:30a to 2p. Our office will follow up with an agreement at a later date to confirm.

Please contact our office if your plans change so we can up our records and the calendar accordingly.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Thu, Jan 15, 2026 at 11:36 AM Gabby Fistler <gabby.fistler@informedchoiceiowa.com> wrote:

We are happy to do 9:30-2!
Sent from my iPhone

On Jan 15, 2026, at 10:42 AM, Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

Hi Gabby. I am not able to approve Application Number: ACB790 as submitted because we received another application from a group to use the Rotunda from 7a to 9:30a. Would you be willing to adjust your start time to 9:30a. Would you still want to conclude at 2:00p or stay later?

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

IOWA | Department of Administrative Services

On Wed, Jan 14, 2026 at 4:09 PM <donotreplycontactus@iowa.gov> wrote:

Gabby Fistler,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB790
Date of Form Submission: 1/14/2026 16:09:26

Form Submission Values:
Representative's Name: Gabby Fistler
Address: 518 3rd Ave
City: Ackley
State: Iowa
Zip Code: 50601
Email Address: gabby.fistler@informedchoiceiowa.com
Phone Number: 319-415-6650
Name (On-site): Gabby Fistler
Email Address (On-site): gabby.fistler@informedchoiceiowa.com
Phone Number (On-site): 319-415-6650
Event Requestor: Gabby Fistler
Address (Requestor): 518 3rd Ave
City (Requestor): Ackley
State (Requestor): Iowa
Zip Code (Requestor): 50601
Location: 1st Floor Rotunda - East & North
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Informed Choice Iowa
Web Page With Event Information: Www.informedchoiceiowa.com
Event Detail: 8-2 table with medical freedom advocacy
Event Date: 1/13/2027
Start Time: 8:00:00 AM
End Time: 2:00:00 PM

ATTACHMENT W

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB791 - Moms For Liberty-Iowa - 1/13/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Thu, Jan 15, 2026 at 6:12 AM
Reply-To: capitol.complex.events@iowa.gov
To: Moms4libertypolkcounty@gmail.com
Cc: Moms4libertypolkcounty@gmail.com

Jenn Turner,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB791
Date of Form Submission: 1/15/2026 6:11:55

Form Submission Values:
Representative's Name: Jenn Turner
Address: 4858 71st
City: Urbandale
State: Iowa
Zip Code: 50322
Email Address: Moms4libertypolkcounty@gmail.com
Phone Number: 515-419-0236
Name (On-site): Jenn Turner
Email Address (On-site): Moms4libertypolkcounty@gmail.com
Phone Number (On-site): 515-419-0236
Event Requestor: Moms For Liberty-Iowa
Address (Requestor): 4858 71ST STREET
City (Requestor): Urbandale
State (Requestor): Iowa
Zip Code (Requestor): 50322
Location: 1st Floor Rotunda - West & South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Moms For Liberty-Iowa
Web Page With Event Information:
Event Detail: Plan to have tables with Literature about our organization. Will also serve a lunch, TBD.
Event Date: 1/13/2027
Start Time: 9:30:00 AM
End Time: 2:00:00 PM

ATTACHMENT X

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB791 - Moms For Liberty-Iowa - 1/13/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Thu, Jan 15, 2026 at 11:46 AM
To: moms4libertypolkcounty@gmail.com

Jen, our office will follow up with an agreement at a later date to confirm Application Number: ACB791.

Please contact our office if your plans change so we can up our records and the calendar accordingly.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Thu, Jan 15, 2026 at 6:12 AM <donotreplycontactus@iowa.gov> wrote:

Jenn Turner,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB791
Date of Form Submission: 1/15/2026 6:11:55

Form Submission Values:
Representative's Name: Jenn Turner
Address: 4858 71st
City: Urbandale
State: Iowa
Zip Code: 50322
Email Address: Moms4libertypolkcounty@gmail.com
Phone Number: 515-419-0236
Name (On-site): Jenn Turner
Email Address (On-site): Moms4libertypolkcounty@gmail.com
Phone Number (On-site): 515-419-0236
Event Requestor: Moms For Liberty-Iowa
Address (Requestor): 4858 71ST STREET
City (Requestor): Urbandale
State (Requestor): Iowa
Zip Code (Requestor): 50322
Location: 1st Floor Rotunda - West & South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Moms For Liberty-Iowa
Web Page With Event Information:
Event Detail: Plan to have tables with Literature about our organization. Will also serve a lunch, TBD.
Event Date: 1/13/2027

Start Time: 9:30:00 AM
End Time: 2:00:00 PM

ATTACHMENT Y

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB830 - IANG Legislative Breakfast - 1/14/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Wed, Feb 4, 2026 at 9:28 AM
Reply-To: capitol.complex.events@iowa.gov
To: tina.k.shaw.civ@army.mil
Cc: tina.k.shaw.civ@army.mil

Tina Shaw,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB830
Date of Form Submission: 2/4/2026 9:28:02

Form Submission Values:
Representative's Name: Tina Shaw
Address: 6100 NW 78th Avenue
City: Johnston
State: Iowa
Zip Code: 50265
Email Address: tina.k.shaw.civ@army.mil
Phone Number: 515-537-3564
Name (On-site): Tina Shaw
Email Address (On-site): tina.k.shaw.civ@army.mil
Phone Number (On-site): 515-537-3564
Event Requestor: Iowa National Guard
Address (Requestor): 6100 NW 78th Avenue
City (Requestor): Johnston
State (Requestor): Iowa
Zip Code (Requestor): 50265
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Portable food warmers
Event Title: IANG Legislative Breakfast
Web Page With Event Information: n/a
Event Detail: Social, Briefing, Breakfast prior to the Condition of the Guard
Event Date: 1/14/2027
Start Time: 6:00:00 AM
End Time: 10:00:00 AM

ATTACHMENT Z

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB830 - IANG Legislative Breakfast - 1/14/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Wed, Feb 4, 2026 at 10:14 AM
To: tina.k.shaw.civ@army.mil

Tina, The event request per Application Number: ACB830 was added to the calendar and our office will follow up with an agreement at a later date to confirm.

Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Wed, Feb 4, 2026 at 9:28 AM <donotreplycontactus@iowa.gov> wrote:

Tina Shaw,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB830
Date of Form Submission: 2/4/2026 9:28:02

Form Submission Values:
Representative's Name: Tina Shaw
Address: 6100 NW 78th Avenue
City: Johnston
State: Iowa
Zip Code: 50265
Email Address: tina.k.shaw.civ@army.mil
Phone Number: 515-537-3564
Name (On-site): Tina Shaw
Email Address (On-site): tina.k.shaw.civ@army.mil
Phone Number (On-site): 515-537-3564
Event Requestor: Iowa National Guard
Address (Requestor): 6100 NW 78th Avenue
City (Requestor): Johnston
State (Requestor): Iowa
Zip Code (Requestor): 50265
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Portable food warmers
Event Title: IANG Legislative Breakfast
Web Page With Event Information: n/a
Event Detail: Social, Briefing, Breakfast prior to the Condition of the Guard
Event Date: 1/14/2027

Start Time: 6:00:00 AM
End Time: 10:00:00 AM

ATTACHMENT AA

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB1061 - Recovery Day on the Hill - 1/14/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Fri, Apr 17, 2026 at 11:57 AM
Reply-To: capitol.complex.events@iowa.gov
To: mike@kingdomlivingia.com
Cc: mike@kingdomlivingia.com

Mike Madden,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB1061
Date of Form Submission: 4/17/2026 11:57:45

Form Submission Values:
Representative's Name: Mike Madden
Address: 3120 SW 9th St.
City: Des Moines
State: Iowa
Zip Code: 50315
Email Address: mike@kingdomlivingia.com
Phone Number: 515-661-7538
Name (On-site): Mike Madden
Email Address (On-site): mike@kingdomlivingia.com
Phone Number (On-site): 515-661-7538
Event Requestor: Recovery Community Organizations
Address (Requestor): 3120 SW 9th St.
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50315
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Recovery Day on the Hill
Web Page With Event Information: NA
Event Detail: Setup at 10am, 11A-3pm event tabling sessions, 3pm-4pm tear down
Event Date: 1/14/2027
Start Time: 10:00:00 AM
End Time: 3:00:00 PM

ATTACHMENT AB

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB1061 - Recovery Day on the Hill - 1/14/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Fri, Apr 17, 2026 at 4:15 PM
To: mike@kingdomlivingia.com

The event request per Application Number: ACB1061 was added to the calendar and our office will follow up with an agreement at a later date to confirm.

Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Fri, Apr 17, 2026 at 11:57 AM <donotreplycontactus@iowa.gov> wrote:

Mike Madden,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB1061
Date of Form Submission: 4/17/2026 11:57:45

Form Submission Values:
Representative's Name: Mike Madden
Address: 3120 SW 9th St.
City: Des Moines
State: Iowa
Zip Code: 50315
Email Address: mike@kingdomlivingia.com
Phone Number: 515-661-7538
Name (On-site): Mike Madden
Email Address (On-site): mike@kingdomlivingia.com
Phone Number (On-site): 515-661-7538
Event Requestor: Recovery Community Organizations
Address (Requestor): 3120 SW 9th St.
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50315
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Recovery Day on the Hill
Web Page With Event Information: NA
Event Detail: Setup at 10am, 11A-3pm event tabling sessions, 3pm-4pm tear down

Event Date: 1/14/2027
Start Time: 10:00:00 AM
End Time: 3:00:00 PM

ATTACHMENT AC

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB1045 - Iowa Flood Center Legislative Breakfast - 1/19/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Thu, Apr 2, 2026 at 10:32 AM
Reply-To: capitol.complex.events@iowa.gov
To: breanna-shea@uiowa.edu
Cc: breanna-shea@uiowa.edu

Breanna Shea,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB1045
Date of Form Submission: 4/2/2026 10:32:48

Form Submission Values:
Representative's Name: Breanna Shea
Address: 300 S. Riverside Dr.
City: Iowa City
State: Iowa
Zip Code: 52246
Email Address: breanna-shea@uiowa.edu
Phone Number: 319-325-8674
Name (On-site): Breanna Shea
Email Address (On-site): breanna-shea@uiowa.edu
Phone Number (On-site): 319-325-8674
Event Requestor: University of Iowa - Iowa Flood Center
Address (Requestor): 300 S. Riverside Dr.
City (Requestor): Iowa City
State (Requestor): Iowa
Zip Code (Requestor): 52246
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Iowa Flood Center Legislative Breakfast
Web Page With Event Information: https://iowafloodcenter.uiowa.edu/
Event Detail: The Iowa Flood Center and Iowa Geological Survey will host their annual Legislative Breakfast that invites partners and legislators to attend to experience interactive visualizations and poster displays of research and activities benefiting Iowans.
Event Date: 1/19/2027
Start Time: 6:30:00 AM
End Time: 9:00:00 AM

ATTACHMENT AD

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB1045 - Iowa Flood Center Legislative Breakfast - 1/19/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Mon, Apr 6, 2026 at 9:26 AM
To: breanna-shea@uiowa.edu

The event request per Application Number: ACB1045 was added to the calendar and our office will follow up with an agreement at a later date to confirm.

Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Thu, Apr 2, 2026 at 10:32 AM <donotreplycontactus@iowa.gov> wrote:

Breanna Shea,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB1045
Date of Form Submission: 4/2/2026 10:32:48

Form Submission Values:
Representative's Name: Breanna Shea
Address: 300 S. Riverside Dr.
City: Iowa City
State: Iowa
Zip Code: 52246
Email Address: breanna-shea@uiowa.edu
Phone Number: 319-325-8674
Name (On-site): Breanna Shea
Email Address (On-site): breanna-shea@uiowa.edu
Phone Number (On-site): 319-325-8674
Event Requestor: University of Iowa - Iowa Flood Center
Address (Requestor): 300 S. Riverside Dr.
City (Requestor): Iowa City
State (Requestor): Iowa
Zip Code (Requestor): 52246
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Iowa Flood Center Legislative Breakfast
Web Page With Event Information: https://iowafloodcenter.uiowa.edu/

Event Detail: The Iowa Flood Center and Iowa Geological Survey will host their annual Legislative Breakfast that invites partners and legislators to attend to experience interactive visualizations and poster displays of research and activities benefiting Iowans.
Event Date: 1/19/2027
Start Time: 6:30:00 AM
End Time: 9:00:00 AM

ATTACHMENT AE

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB795 - Best Development Awards Ceremony - 1/19/2026

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Mon, Jan 19, 2026 at 11:21 AM
Reply-To: capitol.complex.events@iowa.gov
To: jessica.maldonado@policyworksllc.com
Cc: jessica.maldonado@policyworksllc.com

Jessica Maldonado,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB795
Date of Form Submission: 1/19/2026 11:21:39

Form Submission Values:
Representative's Name: Jessica Maldonado
Address: 7745 Office Plaza Dr. N
City: West Des Moines
State: Iowa
Zip Code: 50211
Email Address: jessica.maldonado@policyworksllc.com
Phone Number: 515-577-6388
Name (On-site): Jessica Maldonado
Email Address (On-site): jessica.maldonado@policyworksllc.com
Phone Number (On-site): 515-577-6388
Event Requestor: 1000 Friends of Iowa
Address (Requestor): 3106 Ingersoll Ave
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50312
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Best Development Awards Ceremony
Web Page With Event Information: https://1000friendsofiowa.org/our-programs/best-development-awards/
Event Detail: Awards ceremony for the annual best development awards show casing economic development projects across IOwa.
Event Date: 1/19/2026
Start Time: 9:00:00 AM
End Time: 2:00:00 PM

ATTACHMENT AF

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB795 - Best Development Awards Ceremony - 1/19/2026

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Mon, Jan 19, 2026 at 11:21 AM
To: donotreplycontactus@iowa.gov

The State of Iowa offices are closed for the Martin Luther King Jr. holiday. I will return to the office on Tuesday, January 20, 2026.

--

Capitol Complex Events
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259
capitol.complex.events@iowa.gov
https://das.iowa.gov

ATTACHMENT AG

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB795 - Best Development Awards Ceremony - 1/19/2026

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Tue, Jan 20, 2026 at 4:08 PM
To: jessica.maldonado@policyworksllc.com

Jessica - Please note that we could not accommodate your request to be set from 9a-2p. We have you on the calendar from 9a to 1p. Let me know if this is not acceptable and to have the event removed from the calendar. Otherwise our office will follow up with an agreement at a later date to confirm Application Number: ACB795 for 1/19/2027 from 9a to 1p.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Mon, Jan 19, 2026 at 11:21 AM <donotreplycontactus@iowa.gov> wrote:

Jessica Maldonado,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB795
Date of Form Submission: 1/19/2026 11:21:39

Form Submission Values:
Representative's Name: Jessica Maldonado
Address: 7745 Office Plaza Dr. N
City: West Des Moines
State: Iowa
Zip Code: 50211
Email Address: jessica.maldonado@policyworksllc.com
Phone Number: 515-577-6388
Name (On-site): Jessica Maldonado
Email Address (On-site): jessica.maldonado@policyworksllc.com
Phone Number (On-site): 515-577-6388
Event Requestor: 1000 Friends of Iowa
Address (Requestor): 3106 Ingersoll Ave
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50312
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Best Development Awards Ceremony
Web Page With Event Information: https://1000friendsofiowa.org/our-programs/best-development-awards/
Event Detail: Awards ceremony for the annual best development awards show casing economic development projects

across IOwa.
Event Date: 1/19/2026
Start Time: 9:00:00 AM
End Time: 2:00:00 PM

ATTACHMENT AH

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB794 - FPCI Capitol Day - 1/19/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Mon, Jan 19, 2026 at 6:00 AM
Reply-To: capitol.complex.events@iowa.gov
To: amy@ialobby.com
Cc: asmith@fpcouncil.com

Amy Campbell,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB794
Date of Form Submission: 1/19/2026 6:00:09

Form Submission Values:
Representative's Name: Amy Campbell
Address: Pi box 1403
City: Johnston
State: Iowa
Zip Code: 50131
Email Address: amy@ialobby.com
Phone Number: 515-554-5838
Name (On-site): Allison Smith
Email Address (On-site): asmith@fpcouncil.com
Phone Number (On-site): 319-936-0309
Event Requestor: Family planning council of iowa
Address (Requestor): 2900 Westown Parkway, Suite 240
City (Requestor): West Des moines
State (Requestor): Iowa
Zip Code (Requestor): 50266
Location: 1st Floor Rotunda - West & South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: FPCI Capitol Day
Web Page With Event Information: https://fpcouncil.org/
Event Detail: Booths; displays; event details tbd
Event Date: 1/19/2027
Start Time: 12:00:00 PM
End Time: 4:00:00 PM

ATTACHMENT AI

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB794 - FPCI Capitol Day - 1/19/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Mon, Jan 19, 2026 at 8:36 AM
To: amy@ialobby.com
Cc: asmith@fpcouncil.com

Amy, our office will follow up with an agreement at a later date to confirm Application Number: ACB794. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Mon, Jan 19, 2026 at 6:00 AM <donotreplycontactus@iowa.gov> wrote:

Amy Campbell,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB794
Date of Form Submission: 1/19/2026 6:00:09

Form Submission Values:
Representative's Name: Amy Campbell
Address: Pi box 1403
City: Johnston
State: Iowa
Zip Code: 50131
Email Address: amy@ialobby.com
Phone Number: 515-554-5838
Name (On-site): Allison Smith
Email Address (On-site): asmith@fpcouncil.com
Phone Number (On-site): 319-936-0309
Event Requestor: Family planning council of iowa
Address (Requestor): 2900 Westown Parkway, Suite 240
City (Requestor): West Des moines
State (Requestor): Iowa
Zip Code (Requestor): 50266
Location: 1st Floor Rotunda - West & South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: FPCI Capitol Day
Web Page With Event Information: https://fpcouncil.org/
Event Detail: Booths; displays; event details tbd
Event Date: 1/19/2027

Start Time: 12:00:00 PM
End Time: 4:00:00 PM

ATTACHMENT AJ

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB793 - Iowa Alliance of YMCA's Lobby Day - 1/19/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Mon, Jan 19, 2026 at 6:00 AM
Reply-To: capitol.complex.events@iowa.gov
To: admin@advocacyiowa.com
Cc: Threase@advocacyiowa.com

Jessica Meyer,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB793
Date of Form Submission: 1/19/2026 6:00:00

Form Submission Values:
Representative's Name: Jessica Meyer
Address: 974 73rd Street, Suite 14
City: West Des Moines
State: Iowa
Zip Code: 50265
Email Address: admin@advocacyiowa.com
Phone Number: 641-417-8871
Name (On-site): Threase Harms
Email Address (On-site): Threase@advocacyiowa.com
Phone Number (On-site): 515-975-5299
Event Requestor: Iowa Alliance of YMCA's
Address (Requestor): 9115 Hammontree Dr
City (Requestor): Urbandale
State (Requestor): Iowa
Zip Code (Requestor): 50322
Location: 1st Floor Rotunda - East & North
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Iowa Alliance of YMCA's Lobby Day
Web Page With Event Information:
Event Detail: Need tables and chairs set up and will bring in a few floor floor displays and snacks to share. Jessica Meyer is the Duly Authorized Event Sponsor Representative, please include Threase Harms on all correspondences threase@advocacyiowa.com
Event Date: 1/19/2027
Start Time: 1:00:00 PM
End Time: 4:30:00 PM

ATTACHMENT AK

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB793 - Iowa Alliance of YMCA's Lobby Day - 1/19/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Mon, Jan 19, 2026 at 8:36 AM
To: admin@advocacyiowa.com
Cc: Threase@advocacyiowa.com

Jessica, our office will follow up with an agreement at a later date to confirm Application Number: ACB793. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Mon, Jan 19, 2026 at 6:00 AM <donotreplycontactus@iowa.gov> wrote:

Jessica Meyer,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB793
Date of Form Submission: 1/19/2026 6:00:00

Form Submission Values:
Representative's Name: Jessica Meyer
Address: 974 73rd Street, Suite 14
City: West Des Moines
State: Iowa
Zip Code: 50265
Email Address: admin@advocacyiowa.com
Phone Number: 641-417-8871
Name (On-site): Threase Harms
Email Address (On-site): Threase@advocacyiowa.com
Phone Number (On-site): 515-975-5299
Event Requestor: Iowa Alliance of YMCA's
Address (Requestor): 9115 Hammontree Dr
City (Requestor): Urbandale
State (Requestor): Iowa
Zip Code (Requestor): 50322
Location: 1st Floor Rotunda - East & North
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Iowa Alliance of YMCA's Lobby Day
Web Page With Event Information:
Event Detail: Need tables and chairs set up and will bring in a few floor floor displays and snacks to share. Jessica

Meyer is the Duly Authorized Event Sponsor Representative, please include Threase Harms on all correspondences
threase@advocacyiowa.com
Event Date: 1/19/2027
Start Time: 1:00:00 PM
End Time: 4:30:00 PM

ATTACHMENT AL

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB796 - Easter Seals Iowa Lobby Day - 1/20/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Tue, Jan 20, 2026 at 6:00 AM
Reply-To: capitol.complex.events@iowa.gov
To: admin@advocacyiowa.com
Cc: threase@advocacyiowa.com

Jessica Meyer,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB796
Date of Form Submission: 1/20/2026 6:00:00

Form Submission Values:
Representative's Name: Jessica Meyer
Address: 974 73rd Street, Suite 14
City: West Des Moines
State: Iowa
Zip Code: 50265
Email Address: admin@advocacyiowa.com
Phone Number: 641-417-8871
Name (On-site): Threase Harms
Email Address (On-site): threase@advocacyiowa.com
Phone Number (On-site): 515-975-5299
Event Requestor: Easter Seals Iowa
Address (Requestor): 401 NE 66th Avenue
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50313
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Easter Seals Iowa Lobby Day
Web Page With Event Information:
Event Detail: Need tables and chairs set up and will bring in a few floor displays and snacks to share. Jessica Meyer is the Duly Authorized Event Sponsor Representative, please include Threase Harms on all correspondences threase@advocacyiowa.com
Event Date: 1/20/2027
Start Time: 12:00:00 PM
End Time: 5:00:00 PM

ATTACHMENT AM

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB796 - Easter Seals Iowa Lobby Day - 1/20/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Tue, Jan 20, 2026 at 4:05 PM
To: admin@advocacyiowa.com
Cc: threase@advocacyiowa.com

Jessica, our office will follow up with an agreement at a later date to confirm Application Number: ACB796. Please note that we could not accommodate your request to be set from 12p-5p because the Iowa Department Of Veterans Affairs will be using the space until 1p. I have you on the calendar from 1p to 5p. If this is not acceptable, let me know to remove the event from the calendar and the agreement processing.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Tue, Jan 20, 2026 at 6:00 AM <donotreplycontactus@iowa.gov> wrote:

Jessica Meyer,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB796
Date of Form Submission: 1/20/2026 6:00:00

Form Submission Values:
Representative's Name: Jessica Meyer
Address: 974 73rd Street, Suite 14
City: West Des Moines
State: Iowa
Zip Code: 50265
Email Address: admin@advocacyiowa.com
Phone Number: 641-417-8871
Name (On-site): Threase Harms
Email Address (On-site): threase@advocacyiowa.com
Phone Number (On-site): 515-975-5299
Event Requestor: Easter Seals Iowa
Address (Requestor): 401 NE 66th Avenue
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50313
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Easter Seals Iowa Lobby Day

Web Page With Event Information:
Event Detail: Need tables and chairs set up and will bring in a few floor displays and snacks to share. Jessica Meyer is the Duly Authorized Event Sponsor Representative, please include Threase Harms on all correspondences threase@advocacyiowa.com
Event Date: 1/20/2027
Start Time: 12:00:00 PM
End Time: 5:00:00 PM

ATTACHMENT AN

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB933 - Department of Corrections Legislative Breakfast - 1/21/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Thu, Feb 26, 2026 at 10:46 AM
Reply-To: capitol.complex.events@iowa.gov
To: jen.rathje1@iowa.gov
Cc: matthew.miller2@iowa.gov

Jen Rathje,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB933
Date of Form Submission: 2/26/2026 10:46:37

Form Submission Values:
Representative's Name: Jen Rathje
Address: 510 E. 12th Street
City: Des Moines
State: Iowa
Zip Code: 50319
Email Address: jen.rathje1@iowa.gov
Phone Number: 515-802-0898
Name (On-site): Matt Miller
Email Address (On-site): matthew.miller2@iowa.gov
Phone Number (On-site): 319-462-3504
Event Requestor: Iowa Department of Corrections and Iowa Corrections Association
Address (Requestor): 510 E. 12th Street
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50319
Location: 1st Floor Rotunda - East & North
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Department of Corrections Legislative Breakfast
Web Page With Event Information:
Event Detail: The Iowa Department of Corrections, Iowa Corrections Association, along with Iowa Prison Industries will be on site on this date. Event will be consistent with prior years legislative breakfast.To include an assortment of pastries, snacks, and beverages. (tables, table cloths, signage will be used). We will reserve the space from 7am to 10am, however, the event will run from 7:30am to 9:30am to allow our team time for set up and tear down.
Event Date: 1/21/2027
Start Time: 7:00:00 AM
End Time: 10:00:00 AM

ATTACHMENT AO

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB933 - Department of Corrections Legislative Breakfast - 1/21/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Thu, Feb 26, 2026 at 12:35 PM
To: jen.rathje1@iowa.gov
Cc: matthew.miller2@iowa.gov

Application Number: ACB933 will not be processed as submitted. The entire Rotunda, all four sections, will be used by three groups during the morning hours on Wednesday, January 27, 2027. Specifically the east and north sections from 7a-9a will be the area where the Des Moines University will be hosting an advocacy event.

We appreciate you taking the time to submit your application. Attached is a quick review of what is available as of this email with no guarantee of how long they will be available. Linked for your convenience is the full view of the Capitol Building Calendar and the Capitol Building Application to assist you with your future requests for events in the Capitol Building.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Thu, Feb 26, 2026 at 10:46 AM <donotreplycontactus@iowa.gov> wrote:

Jen Rathje,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB933
Date of Form Submission: 2/26/2026 10:46:37

Form Submission Values:
Representative's Name: Jen Rathje
Address: 510 E. 12th Street
City: Des Moines
State: Iowa
Zip Code: 50319
Email Address: jen.rathje1@iowa.gov
Phone Number: 515-802-0898
Name (On-site): Matt Miller
Email Address (On-site): matthew.miller2@iowa.gov
Phone Number (On-site): 319-462-3504
Event Requestor: Iowa Department of Corrections and Iowa Corrections Association
Address (Requestor): 510 E. 12th Street
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50319

Location: 1st Floor Rotunda - East & North
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Department of Corrections Legislative Breakfast
Web Page With Event Information:
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Event Date: 1/21/2027
Start Time: 7:00:00 AM
End Time: 10:00:00 AM

2027 Capitol 1st Fl Rotunda Availability.xlsx
11K

ATTACHMENT AP

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB933 - Department of Corrections Legislative Breakfast - 1/21/2027

1 message

Rathje, Jen <jen.rathje1@iowa.gov> Thu, Feb 26, 2026 at 12:40 PM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>
Cc: matthew.miller2@iowa.gov

Suzy,
My apologies, I will resubmit this request. I meant to select Thursday, January 21st.

Thanks,
Jen

On Thu, Feb 26, 2026 at 12:36 PM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

> Application Number: ACB933 will not be processed as submitted. The entire Rotunda, all four sections, will be used by three groups during the morning hours on Wednesday, January 27, 2027. Specifically the east and north sections from 7a-9a will be the area where the Des Moines University will be hosting an advocacy event.
>
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>
> **Suzy Trotter**
> **Capitol Complex Events Coordinator**
> General Services Enterprise
> Iowa Department of Administrative Services
> 109 S.E. 13th St., Des Moines, IA 50319
> 515-281-7259 Office
> 515-631-9247 Mobile
> capitol.complex.events@iowa.gov
> https://das.iowa.gov
> Department of Administrative Services
>
> On Thu, Feb 26, 2026 at 10:46 AM <donotreplycontactus@iowa.gov> wrote:
>
> > Jen Rathje,
> >
> > The following request was submitted on the Capitol Building Application Form.
> >
> > **Application Number:** ACB933
> > **Date of Form Submission:** 2/26/2026 10:46:37
> >
> > **Form Submission Values:**
> > **Representative's Name:** Jen Rathje
> > **Address:** 510 E. 12th Street
> > **City:** Des Moines
> > **State:** Iowa
> > **Zip Code:** 50319
> > **Email Address:** jen.rathje1@iowa.gov
> > **Phone Number:** 515-802-0898
> > **Name (On-site):** Matt Miller

Email Address (On-site): matthew.miller2@iowa.gov
Phone Number (On-site): 319-462-3504
Event Requestor: Iowa Department of Corrections and Iowa Corrections Association
Address (Requestor): 510 E. 12th Street
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50319
Location: 1st Floor Rotunda - East & North
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Catering Equipment and Outdoor Cooking: Neither
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Event Date: 1/21/2027
Start Time: 7:00:00 AM
End Time: 10:00:00 AM

--

Jen Rathje
Legislative Liaison
Central Office
Iowa Department of Corrections
510 E. 12th Street, Des Moines Iowa 50319
515-802-0898
jen.rathje1@iowa.gov
https://doc.iowa.gov

IOWA | Department of Corrections

ATTACHMENT AQ

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB933 - Department of Corrections Legislative Breakfast - 1/21/2027

1 message

Rathje, Jen <jen.rathje1@iowa.gov> Thu, Feb 26, 2026 at 12:45 PM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>
Cc: matthew.miller2@iowa.gov

Hi Suzy - Sorry for the 2nd email. I actually did list Thursday, January 21 (not the 27th) on the request form for the East and North Sections of the Rotunda. Would you like me to re-submit a new form?

Thanks,
Jen

On Thu, Feb 26, 2026 at 12:36 PM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

> Application Number: ACB933 will not be processed as submitted. The entire Rotunda, all four sections, will be used by three groups during the morning hours on Wednesday, January 27, 2027. Specifically the east and north sections from 7a-9a will be the area where the Des Moines University will be hosting an advocacy event.
>
> We appreciate you taking the time to submit your application. Attached is a quick review of what is available as of this email with no guarantee of how long they will be available. Linked for your convenience is the full view of the Capitol Building Calendar and the Capitol Building Application to assist you with your future requests for events in the Capitol Building.
>
> **Suzy Trotter**
> **Capitol Complex Events Coordinator**
> General Services Enterprise
> Iowa Department of Administrative Services
> 109 S.E. 13th St., Des Moines, IA 50319
> 515-281-7259 Office
> 515-631-9247 Mobile
> capitol.complex.events@iowa.gov
> https://das.iowa.gov
> Department of Administrative Services
>
> On Thu, Feb 26, 2026 at 10:46 AM <donotreplycontactus@iowa.gov> wrote:
>
> > Jen Rathje,
> >
> > The following request was submitted on the Capitol Building Application Form.
> >
> > **Application Number:** ACB933
> > **Date of Form Submission:** 2/26/2026 10:46:37
> >
> > **Form Submission Values:**
> > **Representative's Name:** Jen Rathje
> > **Address:** 510 E. 12th Street
> > **City:** Des Moines
> > **State:** Iowa
> > **Zip Code:** 50319
> > **Email Address:** jen.rathje1@iowa.gov
> > **Phone Number:** 515-802-0898
> > **Name (On-site):** Matt Miller

Email Address (On-site): matthew.miller2@iowa.gov
Phone Number (On-site): 319-462-3504
Event Requestor: Iowa Department of Corrections and Iowa Corrections Association
Address (Requestor): 510 E. 12th Street
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50319
Location: 1st Floor Rotunda - East & North
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
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Event Date: 1/21/2027
Start Time: 7:00:00 AM
End Time: 10:00:00 AM

--
Jen Rathje
Legislative Liaison
Central Office
Iowa Department of Corrections
510 E. 12th Street, Des Moines Iowa 50319
515-802-0898
jen.rathje1@iowa.gov
https://doc.iowa.gov

IOWA | Department of Corrections

ATTACHMENT AR

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB933 - Department of Corrections Legislative Breakfast - 1/21/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Thu, Feb 26, 2026 at 12:47 PM
To: "Rathje, Jen" <jen.rathje1@iowa.gov>
Cc: matthew.miller2@iowa.gov

Hi Jen - That makes sense, I can understand the error. Thursday, January 21, 2027 from 7a-10a in the east and north sections is available. I will look for a new application.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Thu, Feb 26, 2026 at 12:40 PM Rathje, Jen <jen.rathje1@iowa.gov> wrote:

Suzy,
My apologies, I will resubmit this request. I meant to select Thursday, January 21st.

Thanks,
Jen

On Thu, Feb 26, 2026 at 12:36 PM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

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Suzy Trotter
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515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

IOWA | Department of Administrative Services

On Thu, Feb 26, 2026 at 10:46 AM <donotreplycontactus@iowa.gov> wrote:

Jen Rathje,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB933
Date of Form Submission: 2/26/2026 10:46:37

Form Submission Values:
Representative's Name: Jen Rathje
Address: 510 E. 12th Street
City: Des Moines
State: Iowa
Zip Code: 50319
Email Address: jen.rathje1@iowa.gov
Phone Number: 515-802-0898
Name (On-site): Matt Miller
Email Address (On-site): matthew.miller2@iowa.gov
Phone Number (On-site): 319-462-3504
Event Requestor: Iowa Department of Corrections and Iowa Corrections Association
Address (Requestor): 510 E. 12th Street
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50319
Location: 1st Floor Rotunda - East & North
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Department of Corrections Legislative Breakfast
Web Page With Event Information:
Event Detail: The Iowa Department of Corrections, Iowa Corrections Association, along with Iowa Prison Industries will be on site on this date. Event will be consistent with prior years legislative breakfast.To include an assortment of pastries, snacks, and beverages. (tables, table cloths, signage will be used). We will reserve the space from 7am to 10am, however, the event will run from 7:30am to 9:30am to allow our team time for set up and tear down.
Event Date: 1/21/2027
Start Time: 7:00:00 AM
End Time: 10:00:00 AM

--

Jen Rathje
Legislative Liaison
Central Office
Iowa Department of Corrections
510 E. 12th Street, Des Moines Iowa 50319
515-802-0898
jen.rathje1@iowa.gov
https://doc.iowa.gov

IOWA | Department of Corrections

ATTACHMENT AS

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB934 - Department of Corrections Legislative Breakfast - 1/21/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Thu, Feb 26, 2026 at 12:49 PM
Reply-To: capitol.complex.events@iowa.gov
To: jen.rathje1@iowa.gov
Cc: matthew.miller2@iowa.gov

Jen Rathje,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB934
Date of Form Submission: 2/26/2026 12:49:36

Form Submission Values:
Representative's Name: Jen Rathje
Address: 510 E. 12th Street
City: Des Moines
State: Iowa
Zip Code: 50319
Email Address: jen.rathje1@iowa.gov
Phone Number: 515-802-0898
Name (On-site): Matt Miller
Email Address (On-site): matthew.miller2@iowa.gov
Phone Number (On-site): 319-462-3504
Event Requestor: Iowa Department of Corrections and Iowa Corrections Association
Address (Requestor): 510 E. 12th Street
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50319
Location: 1st Floor Rotunda - East & North
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Department of Corrections Legislative Breakfast
Web Page With Event Information:
Event Detail: The Iowa Department of Corrections, Iowa Corrections Association, along with Iowa Prison Industries will be on site on this date. Event will be consistent with prior years legislative breakfast. To include an assortment of pastries, snacks, and beverages. (tables, table cloths, signage will be used). We will reserve the space from 7am to 10am, however, the event will run from 7:30am to 9:30am to allow our team time for set up and tear down.
Event Date: 1/21/2027
Start Time: 7:00:00 AM
End Time: 10:00:00 AM

ATTACHMENT AT

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB934 - Department of Corrections Legislative Breakfast - 1/21/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Thu, Feb 26, 2026 at 12:53 PM
To: jen.rathje1@iowa.gov
Cc: matthew.miller2@iowa.gov

The event request per Application Number: ACB934 was added to the calendar and our office will follow up with an agreement at a later date to confirm.

Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Thu, Feb 26, 2026 at 12:49 PM <donotreplycontactus@iowa.gov> wrote:

Jen Rathje,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB934
Date of Form Submission: 2/26/2026 12:49:36

Form Submission Values:
Representative's Name: Jen Rathje
Address: 510 E. 12th Street
City: Des Moines
State: Iowa
Zip Code: 50319
Email Address: jen.rathje1@iowa.gov
Phone Number: 515-802-0898
Name (On-site): Matt Miller
Email Address (On-site): matthew.miller2@iowa.gov
Phone Number (On-site): 319-462-3504
Event Requestor: Iowa Department of Corrections and Iowa Corrections Association
Address (Requestor): 510 E. 12th Street
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50319
Location: 1st Floor Rotunda - East & North
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Department of Corrections Legislative Breakfast

Web Page With Event Information:
Event Detail: The Iowa Department of Corrections, Iowa Corrections Association, along with Iowa Prison Industries will be on site on this date. Event will be consistent with prior years legislative breakfast. To include an assortment of pastries, snacks, and beverages. (tables, table cloths, signage will be used). We will reserve the space from 7am to 10am, however, the event will run from 7:30am to 9:30am to allow our team time for set up and tear down.
Event Date: 1/21/2027
Start Time: 7:00:00 AM
End Time: 10:00:00 AM

ATTACHMENT AU

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB947 - PEI day on the Hill - 1/21/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Mon, Mar 2, 2026 at 2:13 PM
Reply-To: capitol.complex.events@iowa.gov
To: nathan@peiowa.org

Nathaniel Arnold,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB947
Date of Form Submission: 3/2/2026 14:13:36

Form Submission Values:
Representative's Name: Nathaniel Arnold
Address: 974 73rd st., suite 30
City: West Des Moines
State: Iowa
Zip Code: 50265
Email Address: nathan@peiowa.org
Phone Number: 515-221-2330
Name (On-site):
Email Address (On-site):
Phone Number (On-site):
Event Requestor: Professional Educators of Iowa
Address (Requestor): 974 73rd street, suite 30
City (Requestor): West Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50265
Location: 1st Floor Rotunda - South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: PEI day on the Hill
Web Page With Event Information: https://peiowa.org/
Event Detail: Hy Vee catering
Event Date: 1/21/2027
Start Time: 7:00:00 AM
End Time: 10:00:00 AM

ATTACHMENT AV

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB947 - PEI day on the Hill - 1/21/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Mon, Mar 2, 2026 at 2:57 PM
To: nathan@peiowa.org

Nathan, The event request per Application Number: ACB947 was added to the calendar and our office will follow up with an agreement at a later date to confirm.

Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
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Department of Administrative Services

On Mon, Mar 2, 2026 at 2:13 PM <donotreplycontactus@iowa.gov> wrote:

Nathaniel Arnold,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB947
Date of Form Submission: 3/2/2026 14:13:36

Form Submission Values:
Representative's Name: Nathaniel Arnold
Address: 974 73rd st., suite 30
City: West Des Moines
State: Iowa
Zip Code: 50265
Email Address: nathan@peiowa.org
Phone Number: 515-221-2330
Name (On-site):
Email Address (On-site):
Phone Number (On-site):
Event Requestor: Professional Educators of Iowa
Address (Requestor): 974 73rd street, suite 30
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State (Requestor): Iowa
Zip Code (Requestor): 50265
Location: 1st Floor Rotunda - South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: PEI day on the Hill
Web Page With Event Information: https://peiowa.org/
Event Detail: Hy Vee catering
Event Date: 1/21/2027

Start Time: 7:00:00 AM
End Time: 10:00:00 AM

ATTACHMENT AW

Capitol Complex, Events <capitol.complex.events@iowa.gov>

RE: Capitol Building Application - ACB947 - PEI day on the Hill - 1/21/2027

1 message

Nathan Arnold <Nathan@peiowa.org> Mon, Mar 2, 2026 at 2:58 PM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>

Thank You!

From: suzy.trotter@iowa.gov <suzy.trotter@iowa.gov> **On Behalf Of** Capitol Complex, Events
Sent: Monday, March 2, 2026 2:57 PM
To: Nathan Arnold <Nathan@peiowa.org>
Subject: Re: Capitol Building Application - ACB947 - PEI day on the Hill - 1/21/2027

Nathan, The event request per Application Number: ACB947 was added to the calendar and our office will follow up with an agreement at a later date to confirm.

Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
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Department of Administrative Services

On Mon, Mar 2, 2026 at 2:13 PM <donotreplycontactus@iowa.gov> wrote:

> Nathaniel Arnold,
>
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>
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> **Date of Form Submission:** 3/2/2026 14:13:36
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> **Form Submission Values:**
> **Representative's Name:** Nathaniel Arnold
> **Address:** 974 73rd st., suite 30
> **City:** West Des Moines
> **State:** Iowa
> **Zip Code:** 50265

Email Address: nathan@peiowa.org
Phone Number: 515-221-2330
Name (On-site):
Email Address (On-site):
Phone Number (On-site):
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Event Detail: Hy Vee catering
Event Date: 1/21/2027
Start Time: 7:00:00 AM
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ATTACHMENT AX

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB947 - PEI day on the Hill - 1/21/2027

1 message

Nathan Arnold <Nathan@peiowa.org> Wed, Mar 4, 2026 at 2:17 PM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>

I see that the event is listed as "no title"

Not sure if some of the info on the form got lost.

Are you able to add that it is called "PEI teacher day on the hill" and list the organization as "Professional Educators of Iowa"?

Nathaniel E. Arnold, Esq.
Deputy Director
Staff Attorney
Office: (515) 221-2330
Direct Line: (515)348-6024
Cell: (303) 667-7418
974 73rd Street, Suite 30
West Des Moines, IA 50265

Professional Educators of Iowa
https://www.peiowa.org

Professional Educators of Iowa CONFIDENTIALITY NOTICE: This email, and any attachments hereto, contains information which may be CONFIDENTIAL and/or ATTORNEY CLIENT PRIVILEGED. The information is intended to be for the use of the individual or entity named above. If you are not the intended recipient, please note that any unauthorized disclosure, copying, distribution or use of the information is prohibited. If you have received this electronic transmission in error, please return the e-mail to the sender and delete it from your computer.

From: suzy.trotter@iowa.gov <suzy.trotter@iowa.gov> on behalf of Capitol Complex, Events <capitol.complex.events@iowa.gov>
Sent: Monday, March 2, 2026 2:57 PM

To: Nathan Arnold <Nathan@peiowa.org>
Subject: Re: Capitol Building Application - ACB947 - PEI day on the Hill - 1/21/2027

Nathan, The event request per Application Number: ACB947 was added to the calendar and our office will follow up with an agreement at a later date to confirm.

Please contact our office if your plans change.

Suzy Trotter
Capitol Complex
Events Coordinator
General Services
Enterprise
Iowa Department
of Administrative Services
109 S.E. 13th
St., Des Moines, IA 50319
515-281-7259
Office
515-631-9247
Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

IOWA | Department of Administrative Services

On Mon, Mar 2, 2026 at 2:13 PM <donotreplycontactus@iowa.gov> wrote:

> Nathaniel Arnold,
>
> The following request was submitted on the Capitol Building Application Form.
>
> **Application Number:** ACB947
> **Date of Form Submission:** 3/2/2026 14:13:36
>
> **Form Submission Values:**
> **Representative's Name:** Nathaniel Arnold
> **Address:** 974 73rd st., suite 30
> **City:** West Des Moines
> **State:** Iowa
> **Zip Code:** 50265
> **Email Address:** nathan@peiowa.org
> **Phone Number:** 515-221-2330
> **Name (On-site):**
> **Email Address (On-site):**
> **Phone Number (On-site):**
> **Event Requestor:** Professional Educators of Iowa
> **Address (Requestor):** 974 73rd street, suite 30
> **City (Requestor):** West Des Moines
> **State (Requestor):** Iowa
> **Zip Code (Requestor):** 50265
> **Location:** 1st Floor Rotunda - South
> **Expected Attendance:** 26 - 100
> **Catering Equipment and Outdoor Cooking:** Neither
> **Event Title:** PEI day on the Hill
> **Web Page With Event Information:** https://peiowa.org/
> **Event Detail:** Hy Vee catering
> **Event Date:** 1/21/2027
> **Start Time:** 7:00:00 AM
> **End Time:** 10:00:00 AM

ATTACHMENT AY

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB947 - PEI day on the Hill - 1/21/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Thu, Mar 5, 2026 at 10:48 AM
To: Nathan Arnold <Nathan@peiowa.org>

Thank you for bringing that to my attention. The calendar has been updated accordingly.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Wed, Mar 4, 2026 at 2:17 PM Nathan Arnold <Nathan@peiowa.org> wrote:

I see that the event is listed as "no title"

Not sure if some of the info on the form got lost.

Are you able to add that it is called "PEI teacher day on the hill" and list the organization as "Professional Educators of Iowa"?

Nathaniel E. Arnold, Esq.
Deputy Director
Staff Attorney
Office: (515) 221-2330
Direct Line: (515)348-6024
Cell: (303) 667-7418
974 73rd Street, Suite 30
West Des Moines, IA 50265

Professional Educators of Iowa
https://www.peiowa.org

PEI Professional Educators of Iowa

Professional Educators of Iowa CONFIDENTIALITY NOTICE: This email, and any attachments hereto, contains information which may be CONFIDENTIAL and/or ATTORNEY CLIENT PRIVILEGED. The information is intended to be for the use of the individual or entity named above. If you are not the intended recipient, please note that any unauthorized disclosure, copying, distribution or use of the information is prohibited. If you have received this electronic transmission in error, please return the e-mail to the sender and delete it from your computer.

From: suzy.trotter@iowa.gov <suzy.trotter@iowa.gov> on behalf of Capitol Complex, Events <capitol.complex.events@iowa.gov>
Sent: Monday, March 2, 2026 2:57 PM
To: Nathan Arnold <Nathan@peiowa.org>
Subject: Re: Capitol Building Application - ACB947 - PEI day on the Hill - 1/21/2027

Nathan, The event request per Application Number: ACB947 was added to the calendar and our office will follow up with an agreement at a later date to confirm.

Please contact our office if your plans change.

Suzy Trotter
Capitol Complex
Events Coordinator
General Services
Enterprise
Iowa Department
of Administrative Services
109 S.E. 13th
St., Des Moines, IA 50319
515-281-7259
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capitol.complex.events@iowa.gov
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IOWA | Department of Administrative Services

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Email Address: nathan@peiowa.org
Phone Number: 515-221-2330
Name (On-site):
Email Address (On-site):
Phone Number (On-site):
Event Requestor: Professional Educators of Iowa
Address (Requestor): 974 73rd street, suite 30
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State (Requestor): Iowa
Zip Code (Requestor): 50265
Location: 1st Floor Rotunda - South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: PEI day on the Hill
Web Page With Event Information: https://peiowa.org/
Event Detail: Hy Vee catering
Event Date: 1/21/2027
Start Time: 7:00:00 AM
End Time: 10:00:00 AM

ATTACHMENT AZ

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB797 - Iowa Association of Colleges for Teacher Education - 1/20/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Tue, Jan 20, 2026 at 6:00 AM
Reply-To: capitol.complex.events@iowa.gov
To: groverj@uiu.edu
Cc: groverj@uiu.edu

Jodi Grover,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB797
Date of Form Submission: 1/20/2026 6:00:01

Form Submission Values:
Representative's Name: Jodi Grover
Address: 5000 Westown Parkway, Suite 200
City: West Des Moines
State: Iowa
Zip Code: 50266
Email Address: groverj@uiu.edu
Phone Number: 515-225-1800
Name (On-site): Jodi Grover
Email Address (On-site): groverj@uiu.edu
Phone Number (On-site): 319-521-7148
Event Requestor: Iowa Association of Colleges for Teacher Education
Address (Requestor): 5000 Westown Parkway, Suite 200
City (Requestor): West Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50266
Location: 1st Floor Rotunda - West
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Iowa Association of Colleges for Teacher Education
Web Page With Event Information: https://www.iowacte.org/
Event Detail: I will set-up two tables for the Capitol for donuts/coffee which is being catered by Hy-Vee at 6:45 a.m.. I will be using two pop-up banners from the Iowa Association of Colleges for Teacher Education. I will tear down the two tables and catering items at 8:35 a.m. ****We are open to sharing any space in the Rotunda with other groups. We don't mind moving to a different spot in the Rotunda or having to share space.****
Event Date: 1/20/2027
Start Time: 6:45:00 AM
End Time: 8:40:00 AM

ATTACHMENT BA

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB797 - Iowa Association of Colleges for Teacher Education - 1/20/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Tue, Jan 20, 2026 at 9:14 AM
To: groverj@uiu.edu

Hi Jodi, Application Number: ACB797 will not be approved as submitted. The Iowa Department Of Veterans Affairs will host the annual Veterans Day at the Capitol in the Rotunda from 7a to 1p. Prior to your application we received an application for the afternoon. In short, the Rotunda is spoken for from 7a to 5p on 1/20/2027.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Tue, Jan 20, 2026 at 6:00 AM <donotreplycontactus@iowa.gov> wrote:

Jodi Grover,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB797
Date of Form Submission: 1/20/2026 6:00:01

Form Submission Values:
Representative's Name: Jodi Grover
Address: 5000 Westown Parkway, Suite 200
City: West Des Moines
State: Iowa
Zip Code: 50266
Email Address: groverj@uiu.edu
Phone Number: 515-225-1800
Name (On-site): Jodi Grover
Email Address (On-site): groverj@uiu.edu
Phone Number (On-site): 319-521-7148
Event Requestor: Iowa Association of Colleges for Teacher Education
Address (Requestor): 5000 Westown Parkway, Suite 200
City (Requestor): West Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50266
Location: 1st Floor Rotunda - West
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Iowa Association of Colleges for Teacher Education
Web Page With Event Information: https://www.iowacte.org/

Event Detail: I will set-up two tables for the Capitol for donuts/coffee which is being catered by Hy-Vee at 6:45 a.m.. I will be using two pop-up banners from the Iowa Association of Colleges for Teacher Education. I will tear down the two tables and catering items at 8:35 a.m. ****We are open to sharing any space in the Rotunda with other groups. We don't mind moving to a different spot in the Rotunda or having to share space.****
Event Date: 1/20/2027
Start Time: 6:45:00 AM
End Time: 8:40:00 AM

ATTACHMENT BB

Capitol Complex, Events <capitol.complex.events@iowa.gov>

RE: Capitol Building Application - ACB797 - Iowa Association of Colleges for Teacher Education - 1/20/2027

1 message

Grover, Jodi <groverj@uiu.edu> Tue, Jan 20, 2026 at 9:16 AM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>

Hi Suzy,

Is there anything schedule for the entire Rotunda the next day—January 21, 2027?

We just need a small space.

Thank you,

Jodi

Jodi Grover, M.Ed.

Teacher Education Coordinator—Lead

Upper Iowa University

5000 Westown Parkway, Suite 200

West Des Moines, IA 50266

515-225-1800

groverj@uiu.edu

Schedule an appointment with me today!

https://calendly.com/groverj-uiu

From: suzy.trotter@iowa.gov <suzy.trotter@iowa.gov> **On Behalf Of** Capitol Complex, Events
Sent: Tuesday, January 20, 2026 9:15 AM
To: Grover, Jodi <groverj@uiu.edu>
Subject: Re: Capitol Building Application - ACB797 - Iowa Association of Colleges for Teacher Education - 1/20/2027

EXTERNAL: Please DO NOT CLICK LINKS OR OPEN ATTACHMENTS unless you were expecting the

attachment(s) and know the content is safe.

Hi Jodi, Application Number: ACB797 will not be approved as submitted. The Iowa Department Of Veterans Affairs will host the annual Veterans Day at the Capitol in the Rotunda from 7a to 1p. Prior to your application we received an application for the afternoon. In short, the Rotunda is spoken for from 7a to 5p on 1/20/2027.

Suzy Trotter
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515-281-7259 Office
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capitol.complex.events@iowa.gov
https://das.iowa.gov

IOWA | Department of Administrative Services

On Tue, Jan 20, 2026 at 6:00 AM <donotreplycontactus@iowa.gov> wrote:

> Jodi Grover,
>
> The following request was submitted on the Capitol Building Application Form.
>
> **Application Number:** ACB797
> **Date of Form Submission:** 1/20/2026 6:00:01
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> **Form Submission Values:**
> **Representative's Name:** Jodi Grover
> **Address:** 5000 Westown Parkway, Suite 200
> **City:** West Des Moines
> **State:** Iowa
> **Zip Code:** 50266
> **Email Address:** groverj@uiu.edu
> **Phone Number:** 515-225-1800
> **Name (On-site):** Jodi Grover
> **Email Address (On-site):** groverj@uiu.edu
> **Phone Number (On-site):** 319-521-7148
> **Event Requestor:** Iowa Association of Colleges for Teacher Education
> **Address (Requestor):** 5000 Westown Parkway, Suite 200
> **City (Requestor):** West Des Moines
> **State (Requestor):** Iowa
> **Zip Code (Requestor):** 50266
> **Location:** 1st Floor Rotunda - West
> **Expected Attendance:** 26 - 100
> **Catering Equipment and Outdoor Cooking:** Neither
> **Event Title:** Iowa Association of Colleges for Teacher Education
> **Web Page With Event Information:** https://www.iowacte.org/
> **Event Detail:** I will set-up two tables for the Capitol for donuts/coffee which is being catered by Hy-Vee at 6:45 a.m.. I will be using two pop-up banners from the Iowa Association of Colleges for Teacher Education. I will tear down the two

tables and catering items at 8:35 a.m. ****We are open to sharing any space in the Rotunda with other groups. We don't mind moving to a different spot in the Rotunda or having to share space.****
Event Date: 1/20/2027
Start Time: 6:45:00 AM
End Time: 8:40:00 AM

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ATTACHMENT BC

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB797 - Iowa Association of Colleges for Teacher Education - 1/20/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Tue, Jan 20, 2026 at 9:20 AM
To: "Grover, Jodi" <groverj@uiu.edu>

Hi - applications can be submitted up to one year in advance. The earliest a application could be reviewed for 1/21/2027 would be at 6:00:00a on 1/21/2026.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Tue, Jan 20, 2026 at 9:16 AM Grover, Jodi <groverj@uiu.edu> wrote:

> Hi Suzy,
>
> Is there anything schedule for the entire Rotunda the next day—January 21, 2027?
>
> We just need a small space.
>
> Thank you,
>
> Jodi
>
> Jodi Grover, M.Ed.
> Teacher Education Coordinator—Lead
> Upper Iowa University
> 5000 Westown Parkway, Suite 200
> West Des Moines, IA 50266
> 515-225-1800

groverj@uiu.edu

Schedule an appointment with me today!

https://calendly.com/groverj-uiu

From: suzy.trotter@iowa.gov <suzy.trotter@iowa.gov> **On Behalf Of** Capitol Complex, Events
Sent: Tuesday, January 20, 2026 9:15 AM
To: Grover, Jodi <groverj@uiu.edu>
Subject: Re: Capitol Building Application - ACB797 - Iowa Association of Colleges for Teacher Education - 1/20/2027

EXTERNAL: Please DO NOT CLICK LINKS OR OPEN ATTACHMENTS unless you were expecting the attachment(s) and know the content is safe.

Hi Jodi, Application Number: ACB797 will not be approved as submitted. The Iowa Department Of Veterans Affairs will host the annual Veterans Day at the Capitol in the Rotunda from 7a to 1p. Prior to your application we received an application for the afternoon. In short, the Rotunda is spoken for from 7a to 5p on 1/20/2027.

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IOWA | Department of Administrative Services

On Tue, Jan 20, 2026 at 6:00 AM <donotreplycontactus@iowa.gov> wrote:

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Address: 5000 Westown Parkway, Suite 200
City: West Des Moines
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Zip Code: 50266
Email Address: groverj@uiu.edu
Phone Number: 515-225-1800
Name (On-site): Jodi Grover
Email Address (On-site): groverj@uiu.edu
Phone Number (On-site): 319-521-7148
Event Requestor: Iowa Association of Colleges for Teacher Education
Address (Requestor): 5000 Westown Parkway, Suite 200
City (Requestor): West Des Moines
State (Requestor): Iowa
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Start Time: 6:45:00 AM
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ATTACHMENT BD

Capitol Complex, Events <capitol.complex.events@iowa.gov>

RE: Capitol Building Application - ACB797 - Iowa Association of Colleges for Teacher Education - 1/20/2027

1 message

Grover, Jodi <groverj@uiu.edu> Tue, Jan 20, 2026 at 9:26 AM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>

Okay—thank you!

Jodi Grover, M.Ed.

Teacher Education Coordinator—Lead

Upper Iowa University

5000 Westown Parkway, Suite 200

West Des Moines, IA 50266

515-225-1800

groverj@uiu.edu

Schedule an appointment with me today!

https://calendly.com/groverj-uiu

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Sent: Tuesday, January 20, 2026 9:20 AM
To: Grover, Jodi <groverj@uiu.edu>
Subject: Re: Capitol Building Application - ACB797 - Iowa Association of Colleges for Teacher Education - 1/20/2027

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> Jodi Grover, M.Ed.
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> Teacher Education Coordinator—Lead
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> Upper Iowa University
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> 5000 Westown Parkway, Suite 200
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> West Des Moines, IA 50266
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>
> groverj@uiu.edu
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> *Schedule an appointment with me today!*
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>
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IOWA | Department of Administrative Services

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> **Form Submission Values:**
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> **Address:** 5000 Westown Parkway, Suite 200
> **City:** West Des Moines
> **State:** Iowa
> **Zip Code:** 50266
> **Email Address:** groverj@uiu.edu
> **Phone Number:** 515-225-1800
> **Name (On-site):** Jodi Grover
> **Email Address (On-site):** groverj@uiu.edu
> **Phone Number (On-site):** 319-521-7148
> **Event Requestor:** Iowa Association of Colleges for Teacher Education
> **Address (Requestor):** 5000 Westown Parkway, Suite 200
> **City (Requestor):** West Des Moines
> **State (Requestor):** Iowa
> **Zip Code (Requestor):** 50266
> **Location:** 1st Floor Rotunda - West
> **Expected Attendance:** 26 - 100
> **Catering Equipment and Outdoor Cooking:** Neither
> **Event Title:** Iowa Association of Colleges for Teacher Education
> **Web Page With Event Information:** https://www.iowacte.org/

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Start Time: 6:45:00 AM
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ATTACHMENT BE

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB798 - Iowa Association of Colleges for Teacher Education - 1/21/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Wed, Jan 21, 2026 at 6:00 AM
Reply-To: capitol.complex.events@iowa.gov
To: groverj@uiu.edu
Cc: groverj@uiu.edu

Jodi Grover,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB798
Date of Form Submission: 1/21/2026 6:00:09

Form Submission Values:
Representative's Name: Jodi Grover
Address: 5000 Westown Parkway, Suite 200
City: West Des Moines
State: Iowa
Zip Code: 50266
Email Address: groverj@uiu.edu
Phone Number: 515-225-1800
Name (On-site): Jodi Grover
Email Address (On-site): groverj@uiu.edu
Phone Number (On-site): 319-521-7148
Event Requestor: Iowa Association of Colleges for Teacher Education
Address (Requestor): 5000 Westown Parkway, Suite 200
City (Requestor): West Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50266
Location: 1st Floor Rotunda - West
Expected Attendance: 26 - 100
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Event Date: 1/21/2027
Start Time: 6:45:00 AM
End Time: 8:40:00 AM

ATTACHMENT BF

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB798 - Iowa Association of Colleges for Teacher Education - 1/21/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Wed, Jan 21, 2026 at 8:11 AM
To: groverj@uiu.edu

Hi Jodi, our office will follow up with an agreement at a later date to confirm Application Number: ACB798 as submitted. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
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Department of Administrative Services

On Wed, Jan 21, 2026 at 6:00 AM <donotreplycontactus@iowa.gov> wrote:

Jodi Grover,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB798
Date of Form Submission: 1/21/2026 6:00:09

Form Submission Values:
Representative's Name: Jodi Grover
Address: 5000 Westown Parkway, Suite 200
City: West Des Moines
State: Iowa
Zip Code: 50266
Email Address: groverj@uiu.edu
Phone Number: 515-225-1800
Name (On-site): Jodi Grover
Email Address (On-site): groverj@uiu.edu
Phone Number (On-site): 319-521-7148
Event Requestor: Iowa Association of Colleges for Teacher Education
Address (Requestor): 5000 Westown Parkway, Suite 200
City (Requestor): West Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50266
Location: 1st Floor Rotunda - West
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Iowa Association of Colleges for Teacher Education
Web Page With Event Information: https://www.iowacte.org/
Event Detail: I will set-up two tables for the Capitol for donuts/coffee which is being catered by Hy-Vee at 6:45 a.m.. I will be using two pop-up banners from the Iowa Association of Colleges for Teacher Education. I will tear down the two

tables and catering items at 8:15 noa.m. ****We are open to sharing any space in the Rotunda with other groups. We don't mind moving to a different spot in the Rotunda or having to share space.****
Event Date: 1/21/2027
Start Time: 6:45:00 AM
End Time: 8:40:00 AM

ATTACHMENT BG

Capitol Complex, Events <capitol.complex.events@iowa.gov>

RE: Capitol Building Application - ACB798 - Iowa Association of Colleges for Teacher Education - 1/21/2027

1 message

Grover, Jodi <groverj@uiu.edu> Wed, Jan 21, 2026 at 8:12 AM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>

Thank you, Suzy!

Jodi Grover, M.Ed.

Teacher Education Coordinator—Lead

Upper Iowa University

5000 Westown Parkway, Suite 200

West Des Moines, IA 50266

515-225-1800

groverj@uiu.edu

Schedule an appointment with me today!

https://calendly.com/groverj-uiu

From: suzy.trotter@iowa.gov <suzy.trotter@iowa.gov> **On Behalf Of** Capitol Complex, Events
Sent: Wednesday, January 21, 2026 8:12 AM
To: Grover, Jodi <groverj@uiu.edu>
Subject: Re: Capitol Building Application - ACB798 - Iowa Association of Colleges for Teacher Education - 1/21/2027

EXTERNAL: Please DO NOT CLICK LINKS OR OPEN ATTACHMENTS unless you were expecting the attachment(s) and know the content is safe.

Hi Jodi, our office will follow up with an agreement at a later date to confirm Application Number: ACB798 as submitted. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services

109 S.E. 13th St., Des
Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

IOWA | Department of Administrative Services

On Wed, Jan 21, 2026 at 6:00 AM <donotreplycontactus@iowa.gov> wrote:

> Jodi Grover,
>
> The following request was submitted on the Capitol Building Application Form.
>
> **Application Number:** ACB798
> **Date of Form Submission:** 1/21/2026 6:00:09
>
> **Form Submission Values:**
> **Representative's Name:** Jodi Grover
> **Address:** 5000 Westown Parkway, Suite 200
> **City:** West Des Moines
> **State:** Iowa
> **Zip Code:** 50266
> **Email Address:** groverj@uiu.edu
> **Phone Number:** 515-225-1800
> **Name (On-site):** Jodi Grover
> **Email Address (On-site):** groverj@uiu.edu
> **Phone Number (On-site):** 319-521-7148
> **Event Requestor:** Iowa Association of Colleges for Teacher Education
> **Address (Requestor):** 5000 Westown Parkway, Suite 200
> **City (Requestor):** West Des Moines
> **State (Requestor):** Iowa
> **Zip Code (Requestor):** 50266
> **Location:** 1st Floor Rotunda - West
> **Expected Attendance:** 26 - 100
> **Catering Equipment and Outdoor Cooking:** Neither
> **Event Title:** Iowa Association of Colleges for Teacher Education
> **Web Page With Event Information:** https://www.iowacte.org/
> **Event Detail:** I will set-up two tables for the Capitol for donuts/coffee which is being catered by Hy-Vee at 6:45 a.m.. I will be using two pop-up banners from the Iowa Association of Colleges for Teacher Education. I will tear down the two tables and catering items at 8:15 noa.m. ****We are open to sharing any space in the Rotunda with other groups. We don't mind moving to a different spot in the Rotunda or having to share space.****
> **Event Date:** 1/21/2027
> **Start Time:** 6:45:00 AM
> **End Time:** 8:40:00 AM

This electronic message, including any attachments, is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you received this electronic communication in error, please contact the sender immediately and destroy this electronic communication in its entirety. Email sent to or from Upper Iowa University may be retained as required by law or regulation. Thank you for your cooperation.

ATTACHMENT BH

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB799 - Governor's Outstanding Anti-Trafficking Awards and Proclamation of January 2027 as Human Trafficking Awareness Month in Iowa - 1/14/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Thu, Jan 22, 2026 at 6:05 PM
Reply-To: capitol.complex.events@iowa.gov
To: jtchesser@gmail.com
Cc: gbelitsos55@gmail.com

John Chesser,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB799
Date of Form Submission: 1/22/2026 18:05:41

Form Submission Values:
Representative's Name: John Chesser
Address: 3612 Adams Ave
City: Des Moines
State: Iowa
Zip Code: 50310
Email Address: jtchesser@gmail.com
Phone Number: 515-314-8516
Name (On-site): George Belitsos
Email Address (On-site): gbelitsos55@gmail.com
Phone Number (On-site): 515-290-1909
Event Requestor: Iowa Network Against Human Trafficking
Address (Requestor): 5508 West Lincoln Way
City (Requestor): Ames
State (Requestor): Iowa
Zip Code (Requestor): 50014
Location: 1st Floor Rotunda - East
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Governor's Outstanding Anti-Trafficking Awards and Proclamation of January 2027 as Human Trafficking Awareness Month in Iowa
Web Page With Event Information: https://iowanaht.org
Event Detail: Four rows of portable chairs (60+ chairs), US flag, Iowa flag and two folding tables provided by Capitol; podium and PA system provided by the Governor's office (if the Gov. or Lt. Gov. attend); set up begins no later than 10:30am; event starts at 11:30am and ends at 12:30pm; event tear down begins at 12:45pm and concludes by 1:30pm.
Event Date: 1/14/2027
Start Time: 10:00:00 AM
End Time: 2:00:00 PM

ATTACHMENT BI

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB799 - Governor's Outstanding Anti-Trafficking Awards and Proclamation of January 2027 as Human Trafficking Awareness Month in Iowa - 1/14/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Fri, Jan 23, 2026 at 9:31 AM
To: jtchesser@gmail.com
Cc: gbelitsos55@gmail.com

Hi John, our office will follow up with an agreement at a later date to confirm Application Number: ACB799 as submitted for 1/14/2027. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Thu, Jan 22, 2026 at 6:05 PM <donotreplycontactus@iowa.gov> wrote:

John Chesser,

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State: Iowa
Zip Code: 50310
Email Address: jtchesser@gmail.com
Phone Number: 515-314-8516
Name (On-site): George Belitsos
Email Address (On-site): gbelitsos55@gmail.com
Phone Number (On-site): 515-290-1909
Event Requestor: Iowa Network Against Human Trafficking
Address (Requestor): 5508 West Lincoln Way
City (Requestor): Ames
State (Requestor): Iowa
Zip Code (Requestor): 50014
Location: 1st Floor Rotunda - East
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Governor's Outstanding Anti-Trafficking Awards and Proclamation of January 2027 as Human Trafficking Awareness Month in Iowa

Web Page With Event Information: https://iowanaht.org
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Event Date: 1/14/2027
Start Time: 10:00:00 AM
End Time: 2:00:00 PM

ATTACHMENT BJ

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB799 - Governor's Outstanding Anti-Trafficking Awards and Proclamation of January 2027 as Human Trafficking Awareness Month in Iowa - 1/14/2027

1 message

John Chesser <jtchesser@gmail.com> Fri, Jan 23, 2026 at 9:37 AM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>

Hi Suzy -
Well as it turns out our plans have changed. I didn't realized that Thursday Jan 14, 2027 is inauguration day.
Our lobbyist cautioned us against having our event that day so we need to cancel.
I plan to reschedule as soon as we decided what to do.
Thank you for your patience!

On Fri, Jan 23, 2026 at 9:31 AM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

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>
> **Suzy Trotter**
> **Capitol Complex Events Coordinator**
> General Services Enterprise
> Iowa Department of Administrative Services
> 109 S.E. 13th St., Des Moines, IA 50319
> 515-281-7259 Office
> 515-631-9247 Mobile
> capitol.complex.events@iowa.gov
> https://das.iowa.gov
>
> IOWA | Department of Administrative Services
>
> On Thu, Jan 22, 2026 at 6:05 PM <donotreplycontactus@iowa.gov> wrote:
>
> > John Chesser,
> >
> > The following request was submitted on the Capitol Building Application Form.
> >
> > **Application Number:** ACB799
> > **Date of Form Submission:** 1/22/2026 18:05:41
> >
> > **Form Submission Values:**
> > **Representative's Name:** John Chesser
> > **Address:** 3612 Adams Ave
> > **City:** Des Moines
> > **State:** Iowa
> > **Zip Code:** 50310
> > **Email Address:** jtchesser@gmail.com
> > **Phone Number:** 515-314-8516
> > **Name (On-site):** George Belitsos
> > **Email Address (On-site):** gbelitsos55@gmail.com
> > **Phone Number (On-site):** 515-290-1909
> > **Event Requestor:** Iowa Network Against Human Trafficking
> > **Address (Requestor):** 5508 West Lincoln Way
> > **City (Requestor):** Ames

State (Requestor): Iowa
Zip Code (Requestor): 50014
Location: 1st Floor Rotunda - East
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Governor's Outstanding Anti-Trafficking Awards and Proclamation of January 2027 as Human Trafficking Awareness Month in Iowa
Web Page With Event Information: https://iowanaht.org
Event Detail: Four rows of portable chairs (60+ chairs), US flag, Iowa flag and two folding tables provided by Capitol; podium and PA system provided by the Governor's office (if the Gov. or Lt. Gov. attend); set up begins no later than 10:30am; event starts at 11:30am and ends at 12:30pm; event tear down begins at 12:45pm and concludes by 1:30pm.
Event Date: 1/14/2027
Start Time: 10:00:00 AM
End Time: 2:00:00 PM

--
John Chesser
515-314-8516 (cell)

ATTACHMENT BK

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB799 - Governor's Outstanding Anti-Trafficking Awards and Proclamation of January 2027 as Human Trafficking Awareness Month in Iowa - 1/14/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Fri, Jan 23, 2026 at 10:04 AM
To: John Chesser <jtchesser@gmail.com>

Thank you for letting us know. I will remove the event from the 1/14/2027 calendar.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

On Fri, Jan 23, 2026 at 9:37 AM John Chesser <jtchesser@gmail.com> wrote:

Hi Suzy -
Well as it turns out our plans have changed. I didn't realized that Thursday Jan 14, 2027 is inauguration day.
Our lobbyist cautioned us against having our event that day so we need to cancel.
I plan to reschedule as soon as we decided what to do.
Thank you for your patience!

On Fri, Jan 23, 2026 at 9:31 AM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

Hi John, our office will follow up with an agreement at a later date to confirm Application Number: ACB799 as submitted for 1/14/2027. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

On Thu, Jan 22, 2026 at 6:05 PM <donotreplycontactus@iowa.gov> wrote:

John Chesser,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB799
Date of Form Submission: 1/22/2026 18:05:41

Form Submission Values:
Representative's Name: John Chesser
Address: 3612 Adams Ave
City: Des Moines
State: Iowa
Zip Code: 50310
Email Address: jtchesser@gmail.com
Phone Number: 515-314-8516
Name (On-site): George Belitsos
Email Address (On-site): gbelitsos55@gmail.com
Phone Number (On-site): 515-290-1909
Event Requestor: Iowa Network Against Human Trafficking
Address (Requestor): 5508 West Lincoln Way
City (Requestor): Ames
State (Requestor): Iowa
Zip Code (Requestor): 50014
Location: 1st Floor Rotunda - East
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Governor's Outstanding Anti-Trafficking Awards and Proclamation of January 2027 as Human Trafficking Awareness Month in Iowa
Web Page With Event Information: https://iowanaht.org
Event Detail: Four rows of portable chairs (60+ chairs), US flag, Iowa flag and two folding tables provided by Capitol; podium and PA system provided by the Governor's office (if the Gov. or Lt. Gov. attend); set up begins no later than 10:30am; event starts at 11:30am and ends at 12:30pm; event tear down begins at 12:45pm and concludes by 1:30pm.
Event Date: 1/14/2027
Start Time: 10:00:00 AM
End Time: 2:00:00 PM

--
John Chesser
515-314-8516 (cell)

ATTACHMENT BL

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB800 - Governor's Outstanding Anti-Trafficking Awards and Proclamation of January 2027 as Human Trafficking Awareness Month in Iowa - 1/21/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Fri, Jan 23, 2026 at 1:31 PM
Reply-To: capitol.complex.events@iowa.gov
To: jtchesser@gmail.com
Cc: gbelitsos55@gmail.com

John Chesser,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB800
Date of Form Submission: 1/23/2026 13:31:25

Form Submission Values:
Representative's Name: John Chesser
Address: 3612 Adams Ave
City: Des Moines
State: Iowa
Zip Code: 50310
Email Address: jtchesser@gmail.com
Phone Number: 515-314-8516
Name (On-site): George Belitsos
Email Address (On-site): gbelitsos55@gmail.com
Phone Number (On-site): 515-290-1909
Event Requestor: Iowa Network Against Human Trafficking
Address (Requestor):
City (Requestor): 5508 West Lincoln Way
State (Requestor): Iowa
Zip Code (Requestor): 50014
Location: 1st Floor Rotunda - East
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Governor's Outstanding Anti-Trafficking Awards and Proclamation of January 2027 as Human Trafficking Awareness Month in Iowa
Web Page With Event Information: https://iowanaht.org
Event Detail: Four rows of portable chairs (60+ chairs), US flag, Iowa flag and two folding tables provided by Capitol; podium and PA system provided by the Governor's office (if the Gov. or Lt. Gov. attend); set up begins no later than 10:30am; event starts at 11:30am and ends at 12:30pm; event tear down begins at 12:45pm and concludes by 1:30pm.
Event Date: 1/21/2027
Start Time: 10:00:00 AM
End Time: 2:00:00 PM

ATTACHMENT BM

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB800 - Governor's Outstanding Anti-Trafficking Awards and Proclamation of January 2027 as Human Trafficking Awareness Month in Iowa - 1/21/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Fri, Jan 23, 2026 at 1:47 PM
To: jtchesser@gmail.com
Cc: gbelitsos55@gmail.com

Hi John- I have your event on the calendar for 1/21/2027. Our office will follow up with an agreement at a later date to confirm Application Number: ACB800.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Fri, Jan 23, 2026 at 1:31 PM <donotreplycontactus@iowa.gov> wrote:

John Chesser,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB800
Date of Form Submission: 1/23/2026 13:31:25

Form Submission Values:
Representative's Name: John Chesser
Address: 3612 Adams Ave
City: Des Moines
State: Iowa
Zip Code: 50310
Email Address: jtchesser@gmail.com
Phone Number: 515-314-8516
Name (On-site): George Belitsos
Email Address (On-site): gbelitsos55@gmail.com
Phone Number (On-site): 515-290-1909
Event Requestor: Iowa Network Against Human Trafficking
Address (Requestor):
City (Requestor): 5508 West Lincoln Way
State (Requestor): Iowa
Zip Code (Requestor): 50014
Location: 1st Floor Rotunda - East
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Governor's Outstanding Anti-Trafficking Awards and Proclamation of January 2027 as Human Trafficking Awareness Month in Iowa

Web Page With Event Information: https://iowanaht.org
Event Detail: Four rows of portable chairs (60+ chairs), US flag, Iowa flag and two folding tables provided by Capitol; podium and PA system provided by the Governor's office (if the Gov. or Lt. Gov. attend); set up begins no later than 10:30am; event starts at 11:30am and ends at 12:30pm; event tear down begins at 12:45pm and concludes by 1:30pm.
Event Date: 1/21/2027
Start Time: 10:00:00 AM
End Time: 2:00:00 PM

ATTACHMENT BN

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB799 - Governor's Outstanding Anti-Trafficking Awards and Proclamation of January 2027 as Human Trafficking Awareness Month in Iowa - 1/14/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Tue, Mar 24, 2026 at 3:15 PM
To: John Chesser <jtchesser@gmail.com>

Hi John - From Cheif Clerk Nelson of the Iowa House, "Session will start on the 11th; the Governor's Inauguration will be January 15th. We will have conditions of the State on January 12th."

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
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capitol.complex.events@iowa.gov
https://das.iowa.gov

On Fri, Jan 23, 2026 at 9:37 AM John Chesser <jtchesser@gmail.com> wrote:

> Hi Suzy -
> Well as it turns out our plans have changed. I didn't realized that Thursday Jan 14, 2027 is inauguration day.
> Our lobbyist cautioned us against having our event that day so we need to cancel.
> I plan to reschedule as soon as we decided what to do.
> Thank you for your patience!
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> >
> > **Suzy Trotter**
> > **Capitol Complex Events Coordinator**
> > General Services Enterprise
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> > 109 S.E. 13th St., Des Moines, IA 50319
> > 515-281-7259 Office
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> > https://das.iowa.gov

On Thu, Jan 22, 2026 at 6:05 PM <donotreplycontactus@iowa.gov> wrote:

John Chesser,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB799
Date of Form Submission: 1/22/2026 18:05:41

Form Submission Values:
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Event Title: Governor's Outstanding Anti-Trafficking Awards and Proclamation of January 2027 as Human Trafficking Awareness Month in Iowa
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--
John Chesser
515-314-8516 (cell)

ATTACHMENT BO

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB799 - Governor's Outstanding Anti-Trafficking Awards and Proclamation of January 2027 as Human Trafficking Awareness Month in Iowa - 1/14/2027

1 message

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To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>

Hi Suzy -
Thank you for letting us know. We appreciate it.
We scheduled our event for Jan. 21, 2027, so we should be OK.

On Tue, Mar 24, 2026 at 3:15 PM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

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> **Capitol Complex Events Coordinator**
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> > > **Capitol Complex Events Coordinator**
> > > General Services Enterprise
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IOWA | Department of Administrative Services

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State: Iowa
Zip Code: 50310
Email Address: jtchesser@gmail.com
Phone Number: 515-314-8516
Name (On-site): George Belitsos
Email Address (On-site): gbelitsos55@gmail.com
Phone Number (On-site): 515-290-1909
Event Requestor: Iowa Network Against Human Trafficking
Address (Requestor): 5508 West Lincoln Way
City (Requestor): Ames
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Event Title: Governor's Outstanding Anti-Trafficking Awards and Proclamation of January 2027 as Human Trafficking Awareness Month in Iowa
Web Page With Event Information: https://iowanaht.org
Event Detail: Four rows of portable chairs (60+ chairs), US flag, Iowa flag and two folding tables provided by Capitol; podium and PA system provided by the Governor's office (if the Gov. or Lt. Gov. attend); set up begins no later than 10:30am; event starts at 11:30am and ends at 12:30pm; event tear down begins at 12:45pm and concludes by 1:30pm.
Event Date: 1/14/2027
Start Time: 10:00:00 AM
End Time: 2:00:00 PM

--
John Chesser
515-314-8516 (cell)

--
John Chesser
515-314-8516 (cell)

ATTACHMENT BP

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB806 - Day on Hill with the AEA's, IASB, and SAI - 1/25/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Tue, Jan 27, 2026 at 8:05 AM
Reply-To: capitol.complex.events@iowa.gov
To: emiller@ia-sb.org
Cc: emiller@ia-sb.org

Emily Miller,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB806
Date of Form Submission: 1/27/2026 8:05:39

Form Submission Values:
Representative's Name: Emily Miller
Address: 6000 Grand Avenue
City: Des Moines
State: Iowa
Zip Code: 50312
Email Address: emiller@ia-sb.org
Phone Number: 515-447-6836
Name (On-site): Emily Miller
Email Address (On-site): emiller@ia-sb.org
Phone Number (On-site): 515-447-6836
Event Requestor: Iowa Association of School Boards
Address (Requestor): 6000 Grand Ave
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50312
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Day on Hill with the AEA's, IASB, and SAI
Web Page With Event Information: https://www.ia-sb.org/the-learning-hub/conferences-and-events/day-on-the-hill
Event Detail: We will be renting tables to host a a School District Showcase exhibiting student work from across the state. We'll bring in catering.
Event Date: 1/25/2027
Start Time: 9:30:00 AM
End Time: 4:00:00 PM

ATTACHMENT BQ

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB806 - Day on Hill with the AEA's, IASB, and SAI - 1/25/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Tue, Jan 27, 2026 at 9:48 AM
To: emiller@ia-sb.org

Emily, our office will follow up with an agreement at a later date to confirm Application Number: ACB806. Please contact our office if your plans.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Tue, Jan 27, 2026 at 8:05 AM <donotreplycontactus@iowa.gov> wrote:

Emily Miller,

The following request was submitted on the Capitol Building Application Form.

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Date of Form Submission: 1/27/2026 8:05:39

Form Submission Values:
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Name (On-site): Emily Miller
Email Address (On-site): emiller@ia-sb.org
Phone Number (On-site): 515-447-6836
Event Requestor: Iowa Association of School Boards
Address (Requestor): 6000 Grand Ave
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50312
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Catering Equipment and Outdoor Cooking: Neither
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Web Page With Event Information: https://www.ia-sb.org/the-learning-hub/conferences-and-events/day-on-the-hill
Event Detail: We will be renting tables to host a a School District Showcase exhibiting student work from across the state. We'll bring in catering.

Event Date: 1/25/2027
Start Time: 9:30:00 AM
End Time: 4:00:00 PM

ATTACHMENT BR

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB806 - Day on Hill with the AEA's, IASB, and SAI - 1/25/2027

1 message

Emily Miller <emiller@ia-sb.org> Tue, Jan 27, 2026 at 10:13 AM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>

Thank you, Suzy!

Is this confirmation that our application has been accepted, or a notice that it's being reviewed?

Best,
Emily

Emily Miller
Convention and Events Director
Iowa Association of School Boards
6000 Grand Ave., Ste. A, Des Moines, IA 50312-1417
email emiller@ia-sb.org
direct (515) 247-4699
web www.ia-sb.org

IASB celebrates three consecutive years of 100% membership! Thank you to our members for your trust and commitment to public education!

Please add IASB@ia-sb.org to your safe sender list to ensure you receive important IASB emails and updates.

NOTICE: This communication and any response to it may constitute a public record, and therefore, may be available upon request under Iowa public records law, *Iowa Code* Chapter 22.

From: suzy.trotter@iowa.gov <suzy.trotter@iowa.gov> on behalf of Capitol Complex, Events <capitol.complex.events@iowa.gov>
Sent: Tuesday, January 27, 2026 9:48 AM
To: Emily Miller <emiller@ia-sb.org>
Subject: Re: Capitol Building Application - ACB806 - Day on Hill with the AEA's, IASB, and SAI - 1/25/2027

Emily, our office will follow up with an agreement at a later date to confirm Application Number: ACB806. Please contact our office if your plans.

Suzy Trotter
Capitol Complex
Events Coordinator
General Services
Enterprise
Iowa Department
of Administrative Services
109 S.E. 13th
St., Des Moines, IA 50319

515-281-7259
Office
515-631-9247
Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

IOWA | Department of Administrative Services

On Tue, Jan 27, 2026 at 8:05 AM <donotreplycontactus@iowa.gov> wrote:

Emily Miller,

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Date of Form Submission: 1/27/2026 8:05:39

Form Submission Values:
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Name (On-site): Emily Miller
Email Address (On-site): emiller@ia-sb.org
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Address (Requestor): 6000 Grand Ave
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Event Date: 1/25/2027
Start Time: 9:30:00 AM
End Time: 4:00:00 PM

ATTACHMENT BS

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB806 - Day on Hill with the AEA's, IASB, and SAI - 1/25/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Tue, Jan 27, 2026 at 11:02 AM
To: Emily Miller <emiller@ia-sb.org>

The request is initially approved with the information provided and added to the calendar. We will follow up later with the agreement.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Tue, Jan 27, 2026 at 10:13 AM Emily Miller <emiller@ia-sb.org> wrote:

> Thank you, Suzy!
>
> Is this confirmation that our application has been accepted, or a notice that it's being reviewed?
>
> Best,
> Emily
>
> Emily Miller
> Convention and Events Director
> **Iowa Association of School Boards**
> 6000 Grand Ave., Ste. A, Des Moines, IA 50312-1417
> email emiller@ia-sb.org
> direct (515) 247-4699
> web www.ia-sb.org
>
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>
> Please add IASB@ia-sb.org to your safe sender list to ensure you receive important IASB emails and updates.
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From: suzy.trotter@iowa.gov <suzy.trotter@iowa.gov> on behalf of Capitol Complex, Events <capitol.complex.events@iowa.gov>
Sent: Tuesday, January 27, 2026 9:48 AM
To: Emily Miller <emiller@ia-sb.org>
Subject: Re: Capitol Building Application - ACB806 - Day on Hill with the AEA's, IASB, and SAI - 1/25/2027

Emily, our office will follow up with an agreement at a later date to confirm Application Number: ACB806. Please contact our office if your plans.

Suzy Trotter
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of Administrative Services
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IOWA | Department of Administrative Services

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Phone Number: 515-447-6836
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Phone Number (On-site): 515-447-6836
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State (Requestor): Iowa
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Event Title: Day on Hill with the AEA's, IASB, and SAI
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Event Detail: We will be renting tables to host a a School District Showcase exhibiting student work from across the

state. We'll bring in catering.
Event Date: 1/25/2027
Start Time: 9:30:00 AM
End Time: 4:00:00 PM

ATTACHMENT BT

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB802 - Iowa Local Food Breakfast - 1/26/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Mon, Jan 26, 2026 at 7:07 AM
Reply-To: capitol.complex.events@iowa.gov
To: director@iowafoodsystemcoalition.org
Cc: director@iowafoodsystemcoalition.org

Tommy Hexter,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB802
Date of Form Submission: 1/26/2026 7:07:47

Form Submission Values:
Representative's Name: Tommy Hexter
Address: 930 13th Ave
City: Grinnell
State: Iowa
Zip Code: 50112
Email Address: director@iowafoodsystemcoalition.org
Phone Number: 540-471-1647
Name (On-site): Tommy Hexter
Email Address (On-site): director@iowafoodsystemcoalition.org
Phone Number (On-site): 540-471-1647
Event Requestor: Iowa Food System Coalition
Address (Requestor): 1400 Fawcett Pkwy d1
City (Requestor): Nevada
State (Requestor): Iowa
Zip Code (Requestor): 50201
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Portable food warmers & Outdoor cooking equipment
Event Title: Iowa Local Food Breakfast
Web Page With Event Information:
Event Detail: Event Description & Purpose:
The Iowa Local Food Breakfast is a morning hospitality and networking event designed to welcome Iowa legislators and state officials during the legislative session and highlight Iowa's local food and farm economy. Legislators are invited to stop by at their convenience to enjoy breakfast and informal conversation with farmers, food system leaders, and community members.

Timeline of Activities
6:00 a.m. – 7:00 a.m. - Load-in and Setup
Event organizers and approved vendors arrive for setup
Breakfast food and beverages delivered and staged
Tables, linens, and signage arranged
Audio equipment tested

7:00 a.m. – 9:00 a.m. | Event Open / Breakfast Service
Breakfast served continuously
Lawmakers and guests arrive on a rolling basis
Informal conversation and networking throughout
Welcoming speech at 8:00 a.m. introducing the farms who provided the food

9:00 a.m. – 9:30 a.m. | Breakdown and Load-out
Food service concludes
Tables cleared and trash removed
Equipment packed and removed

Space returned to original condition

Equipment & Arrangements
Provided by Event Organizers (owned or rented from third-party vendors):
Table linens
Signage (freestanding signs only; no wall attachments)
Chafing dishes or warming equipment (as permitted)
Coffee dispensers and beverage service items

Provided by Capital Complex (if possible)
Folding tables (for food service and standing café-style seating)
Trash cans

Audio/Visual (if permitted):
Small, battery-powered microphone and speaker for brief announcements (optional)
Event Date: 1/26/2027
Start Time: 6:00:00 AM
End Time: 10:00:00 AM

ATTACHMENT BU

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB802 - Iowa Local Food Breakfast - 1/26/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Mon, Jan 26, 2026 at 8:22 AM
To: director@iowafoodsystemcoalition.org

Hi Tom, our office will follow up with an agreement at a later date to confirm Application Number: ACB802

Tables and chairs - we do have a ~20 plastic folding tables of various sizes and ~150 padded metal folding chairs on rolling storage racks near the Grand Staircase. Groups set up what they need according to the agreement and return what was used at the conclusion of their event - everyone is self sufficient. However, if you would like, groups are welcome to bring in their own tables or work with vendors of their choice to provide tables and chairs / set up services as long as the services are during the time of the agreement and not disruptive to another group hosting an event.

At you convenience, feel free to review the agreement templet linked below.

Equipment and Displays. Event Requestor will provide all equipment necessary to conduct the Event. The State of Iowa is not responsible for any damages, loss, or theft to equipment or displays provided, owned or used by Event Requestor."
We only have tables and chairs for groups to use on a self sufficient basis. We do not have audio / visual equipment.
Section 5.1 "

5.10. Clean-up/Waste Removal. "Event Requestor will provide waste receptacles to collect waste from the Event Area. Event Requestor will remove all waste generated during the Event from the Event Area."
Section
Memorandum of Understanding

Are you planning on cooking outside?

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Mon, Jan 26, 2026 at 7:07 AM <donotreplycontactus@iowa.gov> wrote:

> Tommy Hexter,
>
> The following request was submitted on the Capitol Building Application Form.
>
> **Application Number:** ACB802
> **Date of Form Submission:** 1/26/2026 7:07:47
>
> **Form Submission Values:**
> **Representative's Name:** Tommy Hexter
> **Address:** 930 13th Ave
> **City:** Grinnell

State: Iowa
Zip Code: 50112
Email Address: director@iowafoodsystemcoalition.org
Phone Number: 540-471-1647
Name (On-site): Tommy Hexter
Email Address (On-site): director@iowafoodsystemcoalition.org
Phone Number (On-site): 540-471-1647
Event Requestor: Iowa Food System Coalition
Address (Requestor): 1400 Fawcett Pkwy d1
City (Requestor): Nevada
State (Requestor): Iowa
Zip Code (Requestor): 50201
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Coffee dispensers and beverage service items

Provided by Capital Complex (if possible)
Folding tables (for food service and standing café-style seating)
Trash cans

Audio/Visual (if permitted):
Small, battery-powered microphone and speaker for brief announcements (optional)
Event Date: 1/26/2027
Start Time: 6:00:00 AM
End Time: 10:00:00 AM

ATTACHMENT BV

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB802 - Iowa Local Food Breakfast - 1/26/2027

1 message

Iowa Food System Coalition <director@iowafoodsystemcoalition.org> Mon, Jan 26, 2026 at 9:15 AM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>

Hello there!

Sounds good, thanks for the update on the agreement. Thank you very much!

I have received your notes on tables and chairs, AV Equipment, and waste removal. We will take care of any necessary AV and we will provide all waste receptacles. We will also be able to set up all the tables and chairs.

With regards to cooking outside, we haven't finalized the details yet on the catering. We will either have it prepared ahead of time and brought in in warmers, or we will be cooking outside and bringing it in. Is either way acceptable?

Thanks and we're looking forward to bringing local food breakfast to the Capital next year!

On Mon, Jan 26, 2026 at 8:22 AM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

> Hi Tom, our office will follow up with an agreement at a later date to confirm Application Number: ACB802
>
> Tables and chairs - we do have a ~20 plastic folding tables of various sizes and ~150 padded metal folding chairs on rolling storage racks near the Grand Staircase. Groups set up what they need according to the agreement and return what was used at the conclusion of their event - everyone is self sufficient. However, if you would like, groups are welcome to bring in their own tables or work with vendors of their choice to provide tables and chairs / set up services as long as the services are during the time of the agreement and not disruptive to another group hosting an event.
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> At you convenience, feel free to review the agreement templet linked below.
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> Section 5.1 "
>
> - 5.10. Clean-up/Waste Removal. "Event Requestor will provide waste receptacles to collect waste from the Event Area. Event Requestor will remove all waste generated during the Event from the Event Area."
> Section
> Memorandum of Understanding
>
> Are you planning on cooking outside?
>
> **Suzy Trotter**
> **Capitol Complex Events Coordinator**
> General Services Enterprise
> Iowa Department of Administrative Services
> 109 S.E. 13th St., Des Moines, IA 50319
> 515-281-7259 Office
> 515-631-9247 Mobile
> capitol.complex.events@iowa.gov
> https://das.iowa.gov
> Department of Administrative Services

On Mon, Jan 26, 2026 at 7:07 AM <donotreplycontactus@iowa.gov> wrote:

Tommy Hexter,

The following request was submitted on the Capitol Building Application Form.

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Zip Code: 50112
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Coffee dispensers and beverage service items

Provided by Capital Complex (if possible)
Folding tables (for food service and standing café-style seating)

> Trash cans
>
> Audio/Visual (if permitted):
> Small, battery-powered microphone and speaker for brief announcements (optional)
> **Event Date:** 1/26/2027
> **Start Time:** 6:00:00 AM
> **End Time:** 10:00:00 AM

--
Tommy Hexter
Interim Executive Director
540-471-1647
Iowa Food System Coalition

IOWAFOODSYSTEM
COALITION

Facebook | Instagram | LinkedIn

"The move toward a local food economy is not just about freshness and food miles and carbon footprints and soil organic matter. It is all of those things. But it's also about the deeply human desire for connection. To be in reciprocity with the gifts that are given you." -- Robin Wall Kimmerer

ATTACHMENT BW

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB802 - Iowa Local Food Breakfast - 1/26/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Mon, Jan 26, 2026 at 10:05 AM
To: Iowa Food System Coalition <director@iowafoodsystemcoalition.org>

Hi - should you be thinking about grilling outside, below is a visual of the closest location to set up a grill. Please review Exhibit B Catering Equipment and Outdoor Cooking of the Memorandum of Understanding as you make your plans.

Feel free to reach out with any questions as you work through your plans.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
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515-281-7259 Office
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capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Mon, Jan 26, 2026 at 9:16 AM Iowa Food System Coalition <director@iowafoodsystemcoalition.org> wrote:

Hello there!

Sounds good, thanks for the update on the agreement. Thank you very much!

I have received your notes on tables and chairs, AV Equipment, and waste removal. We will take care of any necessary AV and we will provide all waste receptacles. We will also be able to set up all the tables and chairs.

With regards to cooking outside, we haven't finalized the details yet on the catering. We will either have it prepared ahead of time and brought in in warmers, or we will be cooking outside and bringing it in. Is either way acceptable?

Thanks and we're looking forward to bringing local food breakfast to the Capital next year!

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  Section 5.1 "

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  Section
  Memorandum of Understanding

Are you planning on cooking outside?

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
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515-281-7259 Office
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IOWA | Department of Administrative Services

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Representative's Name: Tommy Hexter

Address: 930 13th Ave
City: Grinnell
State: Iowa
Zip Code: 50112
Email Address: director@iowafoodsystemcoalition.org
Phone Number: 540-471-1647
Name (On-site): Tommy Hexter
Email Address (On-site): director@iowafoodsystemcoalition.org
Phone Number (On-site): 540-471-1647
Event Requestor: Iowa Food System Coalition
Address (Requestor): 1400 Fawcett Pkwy d1
City (Requestor): Nevada
State (Requestor): Iowa
Zip Code (Requestor): 50201
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Portable food warmers & Outdoor cooking equipment
Event Title: Iowa Local Food Breakfast
Web Page With Event Information:
Event Detail: Event Description & Purpose:
The Iowa Local Food Breakfast is a morning hospitality and networking event designed to welcome Iowa legislators and state officials during the legislative session and highlight Iowa's local food and farm economy. Legislators are invited to stop by at their convenience to enjoy breakfast and informal conversation with farmers, food system leaders, and community members.

Timeline of Activities
6:00 a.m. – 7:00 a.m. - Load-in and Setup
Event organizers and approved vendors arrive for setup
Breakfast food and beverages delivered and staged
Tables, linens, and signage arranged
Audio equipment tested

7:00 a.m. – 9:00 a.m. | Event Open / Breakfast Service
Breakfast served continuously
Lawmakers and guests arrive on a rolling basis
Informal conversation and networking throughout
Welcoming speech at 8:00 a.m. introducing the farms who provided the food

9:00 a.m. – 9:30 a.m. | Breakdown and Load-out
Food service concludes
Tables cleared and trash removed
Equipment packed and removed
Space returned to original condition

Equipment & Arrangements
Provided by Event Organizers (owned or rented from third-party vendors):
Table linens
Signage (freestanding signs only; no wall attachments)
Chafing dishes or warming equipment (as permitted)
Coffee dispensers and beverage service items

Provided by Capital Complex (if possible)
Folding tables (for food service and standing café-style seating)
Trash cans

Audio/Visual (if permitted):
Small, battery-powered microphone and speaker for brief announcements (optional)
Event Date: 1/26/2027
Start Time: 6:00:00 AM
End Time: 10:00:00 AM

--
Tommy Hexter
Interim Executive Director

540-471-1647
Iowa Food System Coalition

Facebook | Instagram | LinkedIn

"The move toward a local food economy is not just about freshness and food miles and carbon footprints and soil organic matter. It is all of those things. But it's also about the deeply human desire for connection. To be in reciprocity with the gifts that are given you." -- Robin Wall Kimmerer

ATTACHMENT BX

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB857 - Maternal Health Day on the Hill - 1/26/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Thu, Feb 12, 2026 at 12:19 PM
Reply-To: capitol.complex.events@iowa.gov
To: iowa@postpartum.net
Cc: brittney.m.haskins@gmail.com

Brittney Haskins,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB857
Date of Form Submission: 2/12/2026 12:18:57

Form Submission Values:
Representative's Name: Brittney Haskins
Address: 3506 Rose Ave.
City: Des Moines
State: Iowa
Zip Code: 50321
Email Address: iowa@postpartum.net
Phone Number: 515-321-7694
Name (On-site): Brittney Haskins
Email Address (On-site): brittney.m.haskins@gmail.com
Phone Number (On-site): 515-321-7694
Event Requestor: Postpartum Support International- Iowa
Address (Requestor): 3506 Rose Ave.
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50321
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Maternal Health Day on the Hill
Web Page With Event Information: impactiowa.org
Event Detail: 10:00 Set up tables 10:30-12:00- tables of information from statewide maternal health-facing organizations
Event Date: 1/26/2027
Start Time: 10:00:00 AM
End Time: 12:00:00 PM

ATTACHMENT BY

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB857 - Maternal Health Day on the Hill - 1/26/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Fri, Feb 13, 2026 at 1:27 PM
To: iowa@postpartum.net
Cc: brittney.m.haskins@gmail.com

Brittney, The event request per Application Number: ACB857 was added to the calendar and our office will follow up with an agreement at a later date to confirm.

Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Thu, Feb 12, 2026 at 12:19 PM <donotreplycontactus@iowa.gov> wrote:

Brittney Haskins,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB857
Date of Form Submission: 2/12/2026 12:18:57

Form Submission Values:
Representative's Name: Brittney Haskins
Address: 3506 Rose Ave.
City: Des Moines
State: Iowa
Zip Code: 50321
Email Address: iowa@postpartum.net
Phone Number: 515-321-7694
Name (On-site): Brittney Haskins
Email Address (On-site): brittney.m.haskins@gmail.com
Phone Number (On-site): 515-321-7694
Event Requestor: Postpartum Support International- Iowa
Address (Requestor): 3506 Rose Ave.
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50321
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Maternal Health Day on the Hill

Web Page With Event Information: impactiowa.org
Event Detail: 10:00 Set up tables 10:30-12:00- tables of information from statewide maternal health-facing organizations
Event Date: 1/26/2027
Start Time: 10:00:00 AM
End Time: 12:00:00 PM

ATTACHMENT BZ

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB821 - AARP Iowa Capitol Coffee - 1/26/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Mon, Feb 2, 2026 at 11:24 AM
Reply-To: capitol.complex.events@iowa.gov
To: pyontz@aarp.org
Cc: pyontz@aarp.org

Paige Yontz,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB821
Date of Form Submission: 2/2/2026 11:23:41

Form Submission Values:
Representative's Name: Paige Yontz
Address: 600 E Court Ave Ste. 100
City: Des Moines
State: Iowa
Zip Code: 50309
Email Address: pyontz@aarp.org
Phone Number: 515-697-1014
Name (On-site): Paige Yontz
Email Address (On-site): pyontz@aarp.org
Phone Number (On-site): 515-697-1014
Event Requestor: AARP Iowa
Address (Requestor): 600 E Court Ave Ste. 100
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50309
Location: 1st Floor Rotunda - South
Expected Attendance: 25 or less
Catering Equipment and Outdoor Cooking: Neither
Event Title: AARP Iowa Capitol Coffee
Web Page With Event Information:
Event Detail: Plan to have a couple of tables set up with refreshments/snacks and our legislative priority materials.
Event Date: 1/26/2027
Start Time: 12:00:00 PM
End Time: 4:00:00 PM

ATTACHMENT C A

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB821 - AARP Iowa Capitol Coffee - 1/26/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Mon, Feb 2, 2026 at 11:38 AM
To: pyontz@aarp.org

Paige The event request per Application Number: ACB821 was added to the calendar and our office will follow up with an agreement at a later date to confirm.

Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Mon, Feb 2, 2026 at 11:24 AM <donotreplycontactus@iowa.gov> wrote:

Paige Yontz,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB821
Date of Form Submission: 2/2/2026 11:23:41

Form Submission Values:
Representative's Name: Paige Yontz
Address: 600 E Court Ave Ste. 100
City: Des Moines
State: Iowa
Zip Code: 50309
Email Address: pyontz@aarp.org
Phone Number: 515-697-1014
Name (On-site): Paige Yontz
Email Address (On-site): pyontz@aarp.org
Phone Number (On-site): 515-697-1014
Event Requestor: AARP Iowa
Address (Requestor): 600 E Court Ave Ste. 100
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50309
Location: 1st Floor Rotunda - South
Expected Attendance: 25 or less
Catering Equipment and Outdoor Cooking: Neither
Event Title: AARP Iowa Capitol Coffee
Web Page With Event Information:
Event Detail: Plan to have a couple of tables set up with refreshments/snacks and our legislative priority materials.
Event Date: 1/26/2027

Start Time: 12:00:00 PM
End Time: 4:00:00 PM

ATTACHMENT C B

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB801 - EveryStep Lobby Day - 1/26/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Mon, Jan 26, 2026 at 6:00 AM
Reply-To: capitol.complex.events@iowa.gov
To: admin@advocacyiowa.com
Cc: threase@advocacyiowa.com

Jessica Meyer,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB801
Date of Form Submission: 1/26/2026 6:00:00

Form Submission Values:
Representative's Name: Jessica Meyer
Address: 974 73rd Street, Suite 14
City: West Des Moines
State: Iowa
Zip Code: 50265
Email Address: admin@advocacyiowa.com
Phone Number: 641-417-8871
Name (On-site): Threase Harms
Email Address (On-site): threase@advocacyiowa.com
Phone Number (On-site): 515-975-5299
Event Requestor: EveryStep Iowa
Address (Requestor): 3000 Easton Blvd.
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50317
Location: 1st Floor Rotunda - East & North
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: EveryStep Lobby Day
Web Page With Event Information:
Event Detail: Need tables and chairs set up, there may be a few floor displays and snacks to share. Jessica Meyer is the Duly Authorized Event Sponsor Representative, please include Threase Harms on all correspondences threase@advocacyiowa.com
Event Date: 1/26/2027
Start Time: 12:00:00 PM
End Time: 4:00:00 PM

ATTACHMENT C C

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB801 - EveryStep Lobby Day - 1/26/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Mon, Jan 26, 2026 at 8:23 AM
To: admin@advocacyiowa.com
Cc: threase@advocacyiowa.com

Jessica, our office will follow up with an agreement at a later date to confirm Application Number: ACB801. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Mon, Jan 26, 2026 at 6:00 AM <donotreplycontactus@iowa.gov> wrote:

Jessica Meyer,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB801
Date of Form Submission: 1/26/2026 6:00:00

Form Submission Values:
Representative's Name: Jessica Meyer
Address: 974 73rd Street, Suite 14
City: West Des Moines
State: Iowa
Zip Code: 50265
Email Address: admin@advocacyiowa.com
Phone Number: 641-417-8871
Name (On-site): Threase Harms
Email Address (On-site): threase@advocacyiowa.com
Phone Number (On-site): 515-975-5299
Event Requestor: EveryStep Iowa
Address (Requestor): 3000 Easton Blvd.
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50317
Location: 1st Floor Rotunda - East & North
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: EveryStep Lobby Day
Web Page With Event Information:
Event Detail: Need tables and chairs set up, there may be a few floor displays and snacks to share. Jessica Meyer is the Duly Authorized Event Sponsor Representative, please include Threase Harms on all correspondences

threase@advocacyiowa.com
Event Date: 1/26/2027
Start Time: 12:00:00 PM
End Time: 4:00:00 PM

ATTACHMENT C D

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB813 - Dolly Parton's Imagination Library--Iowa - 1/27/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Wed, Jan 28, 2026 at 9:57 PM
Reply-To: capitol.complex.events@iowa.gov
To: jillfriestadtate@rrith.org
Cc: jillfriestadtate@rrith.org

Jill Friestad-Tate,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB813
Date of Form Submission: 1/28/2026 21:57:19

Form Submission Values:
Representative's Name: Jill Friestad-Tate
Address: 5820 Northwest 142nd Avenue
City: Polk City
State: Iowa
Zip Code: 50226
Email Address: jillfriestadtate@rrith.org
Phone Number: 515-240-0945
Name (On-site): Jill Friestad-Tate
Email Address (On-site): jillfriestadtate@rrith.org
Phone Number (On-site): 515-240-0945
Event Requestor: Jill Friestad-Tate
Address (Requestor): 5820 Northwest 142nd Avenue
City (Requestor): Polk City
State (Requestor): Iowa
Zip Code (Requestor): 50226
Location: 1st Floor Rotunda - South
Expected Attendance: 25 or less
Catering Equipment and Outdoor Cooking: Neither
Event Title: Dolly Parton's Imagination Library--Iowa
Web Page With Event Information:
Event Detail: 7:00-10:00 AM, table, stand up Dolly Parton cutout
Event Date: 1/27/2027
Start Time: 7:00:00 AM
End Time: 10:00:00 AM

ATTACHMENT C E

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB813 - Dolly Parton's Imagination Library--Iowa - 1/27/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Thu, Jan 29, 2026 at 8:16 AM
To: jillfriestadtate@rrith.org

HI Jill, Application Number: ACB813 will not be processed as submitted because all four sections of the Rotunda are spoken for on Wednesday, January 27, 2027, from 7a to 4:30p.

Capitol Building 1st Floor Rotunda Calendar of Events

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Wed, Jan 28, 2026 at 9:57 PM <donotreplycontactus@iowa.gov> wrote:

Jill Friestad-Tate,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB813
Date of Form Submission: 1/28/2026 21:57:19

Form Submission Values:
Representative's Name: Jill Friestad-Tate
Address: 5820 Northwest 142nd Avenue
City: Polk City
State: Iowa
Zip Code: 50226
Email Address: jillfriestadtate@rrith.org
Phone Number: 515-240-0945
Name (On-site): Jill Friestad-Tate
Email Address (On-site): jillfriestadtate@rrith.org
Phone Number (On-site): 515-240-0945
Event Requestor: Jill Friestad-Tate
Address (Requestor): 5820 Northwest 142nd Avenue
City (Requestor): Polk City
State (Requestor): Iowa
Zip Code (Requestor): 50226
Location: 1st Floor Rotunda - South
Expected Attendance: 25 or less
Catering Equipment and Outdoor Cooking: Neither
Event Title: Dolly Parton's Imagination Library--Iowa
Web Page With Event Information:

Event Detail: 7:00-10:00 AM, table, stand up Dolly Parton cutout
Event Date: 1/27/2027
Start Time: 7:00:00 AM
End Time: 10:00:00 AM

ATTACHMENT C F

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB816 - Dolly Parton's Imagination Library Day - 1/26/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Fri, Jan 30, 2026 at 6:41 PM
Reply-To: capitol.complex.events@iowa.gov
To: jillfriestadtate@rrith.org
Cc: jillfriestadtate@rrith.org

Jill Friestad-Tate,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB816
Date of Form Submission: 1/30/2026 18:41:47

Form Submission Values:
Representative's Name: Jill Friestad-Tate
Address: 5820 Northwest 142nd Avenue
City: Polk City
State: Iowa
Zip Code: 50226
Email Address: jillfriestadtate@rrith.org
Phone Number: 515-240-0945
Name (On-site): Jill Friestad-Tate
Email Address (On-site): jillfriestadtate@rrith.org
Phone Number (On-site): 515-240-0945
Event Requestor: Jill Friestad-Tate
Address (Requestor): 5820 Northwest 142nd Avenue
City (Requestor): Polk City
State (Requestor): Iowa
Zip Code (Requestor): 50226
Location: 1st Floor Rotunda - West
Expected Attendance: 25 or less
Catering Equipment and Outdoor Cooking: Neither
Event Title: Dolly Parton's Imagination Library Day
Web Page With Event Information:
Event Detail: Table, chairs, stand up Dolly Parton cut out, handouts
Event Date: 1/26/2027
Start Time: 12:00:00 PM
End Time: 3:00:00 PM

ATTACHMENT C G

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB816 - Dolly Parton's Imagination Library Day - 1/26/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Sat, Jan 31, 2026 at 8:55 AM
To: jillfriestadtate@rrith.org

Jill, I have your event on the calendar for 1/26/2027 from 12p-3p. Our office will follow up with an agreement at a later date to confirm Application Number: ACB816. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Fri, Jan 30, 2026 at 6:41 PM <donotreplycontactus@iowa.gov> wrote:

Jill Friestad-Tate,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB816
Date of Form Submission: 1/30/2026 18:41:47

Form Submission Values:
Representative's Name: Jill Friestad-Tate
Address: 5820 Northwest 142nd Avenue
City: Polk City
State: Iowa
Zip Code: 50226
Email Address: jillfriestadtate@rrith.org
Phone Number: 515-240-0945
Name (On-site): Jill Friestad-Tate
Email Address (On-site): jillfriestadtate@rrith.org
Phone Number (On-site): 515-240-0945
Event Requestor: Jill Friestad-Tate
Address (Requestor): 5820 Northwest 142nd Avenue
City (Requestor): Polk City
State (Requestor): Iowa
Zip Code (Requestor): 50226
Location: 1st Floor Rotunda - West
Expected Attendance: 25 or less
Catering Equipment and Outdoor Cooking: Neither
Event Title: Dolly Parton's Imagination Library Day
Web Page With Event Information:
Event Detail: Table, chairs, stand up Dolly Parton cut out, handouts
Event Date: 1/26/2027

Start Time: 12:00:00 PM
End Time: 3:00:00 PM

ATTACHMENT C H

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB816 - Dolly Parton's Imagination Library Day - 1/26/2027

1 message

Raising Readers in the Heartland <raisingreadersintheheartland@gmail.com> Sat, Jan 31, 2026 at 8:56 AM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>

Thank you, Suzy!

Enjoy your weekend.
Jill

On Sat, Jan 31, 2026, 8:55 AM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

Jill, I have your event on the calendar for 1/26/2027 from 12p-3p. Our office will follow up with an agreement at a later date to confirm Application Number: ACB816. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Fri, Jan 30, 2026 at 6:41 PM <donotreplycontactus@iowa.gov> wrote:

Jill Friestad-Tate,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB816
Date of Form Submission: 1/30/2026 18:41:47

Form Submission Values:
Representative's Name: Jill Friestad-Tate
Address: 5820 Northwest 142nd Avenue
City: Polk City
State: Iowa
Zip Code: 50226
Email Address: jillfriestadtate@rrith.org
Phone Number: 515-240-0945
Name (On-site): Jill Friestad-Tate
Email Address (On-site): jillfriestadtate@rrith.org
Phone Number (On-site): 515-240-0945
Event Requestor: Jill Friestad-Tate
Address (Requestor): 5820 Northwest 142nd Avenue
City (Requestor): Polk City
State (Requestor): Iowa
Zip Code (Requestor): 50226
Location: 1st Floor Rotunda - West

Expected Attendance: 25 or less
Catering Equipment and Outdoor Cooking: Neither
Event Title: Dolly Parton's Imagination Library Day
Web Page With Event Information:
Event Detail: Table, chairs, stand up Dolly Parton cut out, handouts
Event Date: 1/26/2027
Start Time: 12:00:00 PM
End Time: 3:00:00 PM

ATTACHMENT C I

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB810 - Habitat Day at the Capitol - 1/27/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Wed, Jan 28, 2026 at 8:10 AM
Reply-To: capitol.complex.events@iowa.gov
To: kzellmer@iowahabitat.org
Cc: lhouser@iowahabitat.org

Katie Sylvis,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB810
Date of Form Submission: 1/28/2026 8:09:55

Form Submission Values:
Representative's Name: Katie Sylvis
Address: 809 8th Street Southwest Suite F
City: Altoona
State: Iowa
Zip Code: 50009
Email Address: kzellmer@iowahabitat.org
Phone Number: 515-266-6886
Name (On-site): Lisa Houser
Email Address (On-site): lhouser@iowahabitat.org
Phone Number (On-site): 515-650-7461
Event Requestor: Habitat for Humanity of Iowa
Address (Requestor): 808 8th Street Southwest Suite F Altoona Iowa 50009
City (Requestor): Altoona
State (Requestor): Iowa
Zip Code (Requestor): 50009
Location: 1st Floor Rotunda - West
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Portable food warmers
Event Title: Habitat Day at the Capitol
Web Page With Event Information: www.iowahabit.org/advocacy
Event Detail: We will be serving breakfast, burritos and coffee from Great caterers of Iowa. All other displays will be provided by staff.
We use four tables for displays and food. Two tables to hold extra food
Event Date: 1/27/2027
Start Time: 7:00:00 AM
End Time: 10:00:00 AM

ATTACHMENT C J

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB810 - Habitat Day at the Capitol - 1/27/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Wed, Jan 28, 2026 at 8:27 AM
To: kzellmer@iowahabitat.org
Cc: lhouser@iowahabitat.org

We have added your event to the calendar. Our office will follow up with an agreement at a later date to confirm Application Number: ACB810. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Wed, Jan 28, 2026 at 8:10 AM <donotreplycontactus@iowa.gov> wrote:

Katie Sylvis,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB810
Date of Form Submission: 1/28/2026 8:09:55

Form Submission Values:
Representative's Name: Katie Sylvis
Address: 809 8th Street Southwest Suite F
City: Altoona
State: Iowa
Zip Code: 50009
Email Address: kzellmer@iowahabitat.org
Phone Number: 515-266-6886
Name (On-site): Lisa Houser
Email Address (On-site): lhouser@iowahabitat.org
Phone Number (On-site): 515-650-7461
Event Requestor: Habitat for Humanity of Iowa
Address (Requestor): 808 8th Street Southwest Suite F Altoona Iowa 50009
City (Requestor): Altoona
State (Requestor): Iowa
Zip Code (Requestor): 50009
Location: 1st Floor Rotunda - West
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Portable food warmers
Event Title: Habitat Day at the Capitol
Web Page With Event Information: www.iowahabit.org/advocacy
Event Detail: We will be serving breakfast, burritos and coffee from Great caterers of Iowa. All other displays will be provided by staff.

We use four tables for displays and food. Two tables to hold extra food
Event Date: 1/27/2027
Start Time: 7:00:00 AM
End Time: 10:00:00 AM

ATTACHMENT C K

Capitol Complex, Events <capitol.complex.events@iowa.gov>

RE: Capitol Building Application - ACB810 - Habitat Day at the Capitol - 1/27/2027

1 message

Lisa Houser <Lhouser@iowahabitat.org> Wed, Jan 28, 2026 at 3:03 PM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>, Katie Sylvis <Kzellmer@iowahabitat.org>

Thanks Suzy. It was good to see you this morning!

Lisa

From: suzy.trotter@iowa.gov <suzy.trotter@iowa.gov> **On Behalf Of** Capitol Complex, Events
Sent: Wednesday, January 28, 2026 8:28 AM
To: Katie Sylvis <Kzellmer@iowahabitat.org>
Cc: Lisa Houser <Lhouser@iowahabitat.org>
Subject: Re: Capitol Building Application - ACB810 - Habitat Day at the Capitol - 1/27/2027

We have added your event to the calendar. Our office will follow up with an agreement at a later date to confirm Application Number: ACB810. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Wed, Jan 28, 2026 at 8:10 AM <donotreplycontactus@iowa.gov> wrote:

> Katie Sylvis,
>
> The following request was submitted on the Capitol Building Application Form.
>
> **Application Number:** ACB810
> **Date of Form Submission:** 1/28/2026 8:09:55
>
> **Form Submission Values:**
> **Representative's Name:** Katie Sylvis
> **Address:** 809 8th Street Southwest Suite F

City: Altoona
State: Iowa
Zip Code: 50009
Email Address: kzellmer@iowahabitat.org
Phone Number: 515-266-6886
Name (On-site): Lisa Houser
Email Address (On-site): lhouser@iowahabitat.org
Phone Number (On-site): 515-650-7461
Event Requestor: Habitat for Humanity of Iowa
Address (Requestor): 808 8th Street Southwest Suite F Altoona Iowa 50009
City (Requestor): Altoona
State (Requestor): Iowa
Zip Code (Requestor): 50009
Location: 1st Floor Rotunda - West
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Portable food warmers
Event Title: Habitat Day at the Capitol
Web Page With Event Information: www.iowahabit.org/advocacy
Event Detail: We will be serving breakfast, burritos and coffee from Great caterers of Iowa. All other displays will be provided by staff.
We use four tables for displays and food. Two tables to hold extra food
Event Date: 1/27/2027
Start Time: 7:00:00 AM
End Time: 10:00:00 AM

ATTACHMENT C L

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB812 - IAMA Day on the Hill - 1/27/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Wed, Jan 28, 2026 at 5:41 PM
Reply-To: capitol.complex.events@iowa.gov
To: stephanie.kiel@dentons.com

Stephanie Kiel,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB812
Date of Form Submission: 1/28/2026 17:41:42

Form Submission Values:
Representative's Name: Stephanie Kiel
Address: 215 10th St
City: Des Moines
State: Iowa
Zip Code: 50309
Email Address: stephanie.kiel@dentons.com
Phone Number: 920-371-5115
Name (On-site):
Email Address (On-site):
Phone Number (On-site):
Event Requestor:
Address (Requestor):
City (Requestor):
State (Requestor):
Zip Code (Requestor):
Location: 1st Floor Rotunda - South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: IAMA Day on the Hill
Web Page With Event Information:
Event Detail: The Iowa Automatic Merchandising Association will hand out bags of vending machine snacks.
Event Date: 1/27/2027
Start Time: 7:30:00 AM
End Time: 10:00:00 AM

ATTACHMENT C M

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB812 - IAMA Day on the Hill - 1/27/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Thu, Jan 29, 2026 at 8:14 AM
To: stephanie.kiel@dentons.com

The Iowa Automatic Merchandising Association has been added to the calendar. Our office will follow up with an agreement at a later date to confirm Application Number: ACB812. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Wed, Jan 28, 2026 at 5:41 PM <donotreplycontactus@iowa.gov> wrote:

Stephanie Kiel,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB812
Date of Form Submission: 1/28/2026 17:41:42

Form Submission Values:
Representative's Name: Stephanie Kiel
Address: 215 10th St
City: Des Moines
State: Iowa
Zip Code: 50309
Email Address: stephanie.kiel@dentons.com
Phone Number: 920-371-5115
Name (On-site):
Email Address (On-site):
Phone Number (On-site):
Event Requestor:
Address (Requestor):
City (Requestor):
State (Requestor):
Zip Code (Requestor):
Location: 1st Floor Rotunda - South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: IAMA Day on the Hill
Web Page With Event Information:
Event Detail: The Iowa Automatic Merchandising Association will hand out bags of vending machine snacks.
Event Date: 1/27/2027

Start Time: 7:30:00 AM
End Time: 10:00:00 AM

ATTACHMENT C N

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB804 - Des Moines University Legislative Breakfast - 1/27/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Tue, Jan 27, 2026 at 6:00 AM
Reply-To: capitol.complex.events@iowa.gov
To: admin@advocacyiowa.com
Cc: threase@advocacyiowa.com

Jessica Meyer,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB804
Date of Form Submission: 1/27/2026 6:00:00

Form Submission Values:
Representative's Name: Jessica Meyer
Address: 974 73rd Street, Suite 14
City: West Des Moines
State: Iowa
Zip Code: 50265
Email Address: admin@advocacyiowa.com
Phone Number: 641-417-8871
Name (On-site): Threase Harms
Email Address (On-site): threase@advocacyiowa.com
Phone Number (On-site): 515-975-5299
Event Requestor: Des Moines University
Address (Requestor): 8025 Grand Ave
City (Requestor): West Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50266
Location: 1st Floor Rotunda - East & North
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Des Moines University Legislative Breakfast
Web Page With Event Information:
Event Detail: Need tables and chairs set up and will bring in a few floor displays and pastries. Jessica Meyer is the Duly Authorized Event Sponsor Representative, please include Threase Harms on all correspondences threase@advocacyiowa.com
Event Date: 1/27/2027
Start Time: 7:00:00 AM
End Time: 9:00:00 AM

ATTACHMENT C O

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB804 - Des Moines University Legislative Breakfast - 1/27/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Tue, Jan 27, 2026 at 9:34 AM
To: admin@advocacyiowa.com
Cc: threase@advocacyiowa.com

Jessica, our office will follow up with an agreement at a later date to confirm Application Number: ACB804.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Tue, Jan 27, 2026 at 6:00 AM <donotreplycontactus@iowa.gov> wrote:

Jessica Meyer,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB804
Date of Form Submission: 1/27/2026 6:00:00

Form Submission Values:
Representative's Name: Jessica Meyer
Address: 974 73rd Street, Suite 14
City: West Des Moines
State: Iowa
Zip Code: 50265
Email Address: admin@advocacyiowa.com
Phone Number: 641-417-8871
Name (On-site): Threase Harms
Email Address (On-site): threase@advocacyiowa.com
Phone Number (On-site): 515-975-5299
Event Requestor: Des Moines University
Address (Requestor): 8025 Grand Ave
City (Requestor): West Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50266
Location: 1st Floor Rotunda - East & North
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: Des Moines University Legislative Breakfast
Web Page With Event Information:
Event Detail: Need tables and chairs set up and will bring in a few floor displays and pastries. Jessica Meyer is the Duly Authorized Event Sponsor Representative, please include Threase Harms on all correspondences

threase@advocacyiowa.com
Event Date: 1/27/2027
Start Time: 7:00:00 AM
End Time: 9:00:00 AM

ATTACHMENT C P

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB820 - 2027 Iowa SIDS Foundation Day on the Hill - 1/27/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Mon, Feb 2, 2026 at 10:54 AM
Reply-To: capitol.complex.events@iowa.gov
To: casey@iowasids.org
Cc: casey@iowasids.org

Casey Manser,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB820
Date of Form Submission: 2/2/2026 10:54:49

Form Submission Values:
Representative's Name: Casey Manser
Address: 2963 100th St. Suite 2
City: Urbandale
State: Iowa
Zip Code: 50322
Email Address: casey@iowasids.org
Phone Number: 515-965-7655
Name (On-site): Casey Manser
Email Address (On-site): casey@iowasids.org
Phone Number (On-site): 515-339-4812
Event Requestor: Iowa SIDS Foundation
Address (Requestor): 2963 100th St. Suite 2
City (Requestor): Urbandale
State (Requestor): Iowa
Zip Code (Requestor): 50322
Location: 1st Floor Rotunda - North
Expected Attendance: 25 or less
Catering Equipment and Outdoor Cooking: Neither
Event Title: 2027 Iowa SIDS Foundation Day on the Hill
Web Page With Event Information: www.iowasids.org
Event Detail: Set up at 10am, tear down at 1pm. 2 6 ft tables with 4 chairs, 1 6ft pop-up display. Brochures and other handouts and free resources on the tables with cookies/ or other treat.
Event Date: 1/27/2027
Start Time: 10:00:00 AM
End Time: 1:00:00 PM

ATTACHMENT C Q

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB820 - 2027 Iowa SIDS Foundation Day on the Hill - 1/27/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Mon, Feb 2, 2026 at 11:03 AM
To: casey@iowasids.org

Hi Casey, I have your event on the calendar with the Firefighter Chili Cook-Off. Our office will follow up with an agreement at a later date to confirm Application Number: ACB820. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Mon, Feb 2, 2026 at 10:54 AM <donotreplycontactus@iowa.gov> wrote:

Casey Manser,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB820
Date of Form Submission: 2/2/2026 10:54:49

Form Submission Values:
Representative's Name: Casey Manser
Address: 2963 100th St. Suite 2
City: Urbandale
State: Iowa
Zip Code: 50322
Email Address: casey@iowasids.org
Phone Number: 515-965-7655
Name (On-site): Casey Manser
Email Address (On-site): casey@iowasids.org
Phone Number (On-site): 515-339-4812
Event Requestor: Iowa SIDS Foundation
Address (Requestor): 2963 100th St. Suite 2
City (Requestor): Urbandale
State (Requestor): Iowa
Zip Code (Requestor): 50322
Location: 1st Floor Rotunda - North
Expected Attendance: 25 or less
Catering Equipment and Outdoor Cooking: Neither
Event Title: 2027 Iowa SIDS Foundation Day on the Hill
Web Page With Event Information: www.iowasids.org
Event Detail: Set up at 10am, tear down at 1pm. 2 6 ft tables with 4 chairs, 1 6ft pop-up display. Brochures and other

handouts and free resources on the tables with cookies/ or other treat.
Event Date: 1/27/2027
Start Time: 10:00:00 AM
End Time: 1:00:00 PM

ATTACHMENT C R

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB805 - Firefighter Chili Cook-Off - 1/27/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Tue, Jan 27, 2026 at 6:04 AM
Reply-To: capitol.complex.events@iowa.gov
To: pedersonconsulting@gmail.com
Cc: pedersonconsulting@gmail.com

Cyndi Pederson,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB805
Date of Form Submission: 1/27/2026 6:04:52

Form Submission Values:
Representative's Name: Cyndi Pederson
Address: 1075-44th
City: Des Moines
State: Iowa
Zip Code: 50311
Email Address: pedersonconsulting@gmail.com
Phone Number: 515-229-4748
Name (On-site): Cyndi Pederson
Email Address (On-site): pedersonconsulting@gmail.com
Phone Number (On-site): 515-229-4748
Event Requestor: Cyndi Pederson
Address (Requestor): 1075-44th
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50311
Location: 1st Floor Rotunda - West & South
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Portable food warmers
Event Title: Firefighter Chili Cook-Off
Web Page With Event Information: IFA.org
Event Detail: Is it possible to have the South , West and North sides?
Event Date: 1/27/2027
Start Time: 10:00:00 AM
End Time: 1:30:00 PM

ATTACHMENT C S

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB805 - Firefighter Chili Cook-Off - 1/27/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Tue, Jan 27, 2026 at 9:38 AM
To: pedersonconsulting@gmail.com

Hi Cyndi, Yes, you can set up in the West, South and North? You can have all four sections if you would like.

In the past other groups submitted applications prior to yours and limited the space on the day you wanted. As of this email, I have not received any other requests for 1/27/2027 from 10a to 1:30p. Would you like the entire Rotunda or just West, South and North?

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Tue, Jan 27, 2026 at 6:04 AM <donotreplycontactus@iowa.gov> wrote:

Cyndi Pederson,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB805
Date of Form Submission: 1/27/2026 6:04:52

Form Submission Values:
Representative's Name: Cyndi Pederson
Address: 1075-44th
City: Des Moines
State: Iowa
Zip Code: 50311
Email Address: pedersonconsulting@gmail.com
Phone Number: 515-229-4748
Name (On-site): Cyndi Pederson
Email Address (On-site): pedersonconsulting@gmail.com
Phone Number (On-site): 515-229-4748
Event Requestor: Cyndi Pederson
Address (Requestor): 1075-44th
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50311
Location: 1st Floor Rotunda - West & South
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Portable food warmers
Event Title: Firefighter Chili Cook-Off
Web Page With Event Information: IFA.org

Event Detail: Is it possible to have the South , West and North sides?
Event Date: 1/27/2027
Start Time: 10:00:00 AM
End Time: 1:30:00 PM

ATTACHMENT C T

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB805 - Firefighter Chili Cook-Off - 1/27/2027

1 message

John & Cyndi Pederson <pedersonconsulting@gmail.com> Tue, Jan 27, 2026 at 9:43 AM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>

I just did not want to be "piggy" but I guess it would make it easier if we had the whole rotunda.
OK, so let's take the whole space. THANKS!

Cyndi

On Tue, Jan 27, 2026 at 9:39 AM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

Hi Cyndi, Yes, you can set up in the West, South and North? You can have all four sections if you would like.

In the past other groups submitted applications prior to yours and limited the space on the day you wanted. As of this email, I have not received any other requests for 1/27/2027 from 10a to 1:30p. Would you like the entire Rotunda or just West, South and North?

Suzy Trotter
Capitol Complex Events Coordinator
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Iowa Department of Administrative Services
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capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Tue, Jan 27, 2026 at 6:04 AM <donotreplycontactus@iowa.gov> wrote:

Cyndi Pederson,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB805
Date of Form Submission: 1/27/2026 6:04:52

Form Submission Values:
Representative's Name: Cyndi Pederson
Address: 1075-44th
City: Des Moines
State: Iowa
Zip Code: 50311
Email Address: pedersonconsulting@gmail.com
Phone Number: 515-229-4748
Name (On-site): Cyndi Pederson
Email Address (On-site): pedersonconsulting@gmail.com
Phone Number (On-site): 515-229-4748
Event Requestor: Cyndi Pederson
Address (Requestor): 1075-44th
City (Requestor): Des Moines
State (Requestor): Iowa

Zip Code (Requestor): 50311
Location: 1st Floor Rotunda - West & South
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Portable food warmers
Event Title: Firefighter Chili Cook-Off
Web Page With Event Information: IFA.org
Event Detail: Is it possible to have the South , West and North sides?
Event Date: 1/27/2027
Start Time: 10:00:00 AM
End Time: 1:30:00 PM

ATTACHMENT C U

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB805 - Firefighter Chili Cook-Off - 1/27/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Tue, Jan 27, 2026 at 9:47 AM
To: John & Cyndi Pederson <pedersonconsulting@gmail.com>

I will put you down for the entire space. I recall Representative Tom Jeneary likes to be tucked in front of one of the north display cases for the Iowa SIDS Foundation Day on the Hill as he has in the past. Are you fine with that group setting if they submit a request?

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

On Tue, Jan 27, 2026 at 9:43 AM John & Cyndi Pederson <pedersonconsulting@gmail.com> wrote:

I just did not want to be "piggy" but I guess it would make it easier if we had the whole rotunda.
OK, so let's take the whole space. THANKS!

Cyndi

On Tue, Jan 27, 2026 at 9:39 AM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

Hi Cyndi, Yes, you can set up in the West, South and North? You can have all four sections if you would like.

In the past other groups submitted applications prior to yours and limited the space on the day you wanted. As of this email, I have not received any other requests for 1/27/2027 from 10a to 1:30p. Would you like the entire Rotunda or just West, South and North?

Suzy Trotter
Capitol Complex Events Coordinator
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capitol.complex.events@iowa.gov
https://das.iowa.gov

On Tue, Jan 27, 2026 at 6:04 AM <donotreplycontactus@iowa.gov> wrote:

Cyndi Pederson,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB805
Date of Form Submission: 1/27/2026 6:04:52

Form Submission Values:
Representative's Name: Cyndi Pederson
Address: 1075-44th
City: Des Moines
State: Iowa
Zip Code: 50311
Email Address: pedersonconsulting@gmail.com
Phone Number: 515-229-4748
Name (On-site): Cyndi Pederson
Email Address (On-site): pedersonconsulting@gmail.com
Phone Number (On-site): 515-229-4748
Event Requestor: Cyndi Pederson
Address (Requestor): 1075-44th
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50311
Location: 1st Floor Rotunda - West & South
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Portable food warmers
Event Title: Firefighter Chili Cook-Off
Web Page With Event Information: IFA.org
Event Detail: Is it possible to have the South , West and North sides?
Event Date: 1/27/2027
Start Time: 10:00:00 AM
End Time: 1:30:00 PM

ATTACHMENT C V

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB805 - Firefighter Chili Cook-Off - 1/27/2027

1 message

John & Cyndi Pederson <pedersonconsulting@gmail.com> Tue, Jan 27, 2026 at 11:08 AM
To: "Capitol Complex, Events" <capitol.complex.events@iowa.gov>

Yes.....no problem

On Tue, Jan 27, 2026 at 9:47 AM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

I will put you down for the entire space. I recall Representative Tom Jeneary likes to be tucked in front of one of the north display cases for the Iowa SIDS Foundation Day on the Hill as he has in the past. Are you fine with that group setting if they submit a request?

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

On Tue, Jan 27, 2026 at 9:43 AM John & Cyndi Pederson <pedersonconsulting@gmail.com> wrote:

I just did not want to be "piggy" but I guess it would make it easier if we had the whole rotunda.
OK, so let's take the whole space. THANKS!

Cyndi

On Tue, Jan 27, 2026 at 9:39 AM Capitol Complex, Events <capitol.complex.events@iowa.gov> wrote:

Hi Cyndi, Yes, you can set up in the West, South and North? You can have all four sections if you would like.

In the past other groups submitted applications prior to yours and limited the space on the day you wanted. As of this email, I have not received any other requests for 1/27/2027 from 10a to 1:30p. Would you like the entire Rotunda or just West, South and North?

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

On Tue, Jan 27, 2026 at 6:04 AM <donotreplycontactus@iowa.gov> wrote:

Cyndi Pederson,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB805
Date of Form Submission: 1/27/2026 6:04:52

Form Submission Values:
Representative's Name: Cyndi Pederson
Address: 1075-44th
City: Des Moines
State: Iowa
Zip Code: 50311
Email Address: pedersonconsulting@gmail.com
Phone Number: 515-229-4748
Name (On-site): Cyndi Pederson
Email Address (On-site): pedersonconsulting@gmail.com
Phone Number (On-site): 515-229-4748
Event Requestor: Cyndi Pederson
Address (Requestor): 1075-44th
City (Requestor): Des Moines
State (Requestor): Iowa
Zip Code (Requestor): 50311
Location: 1st Floor Rotunda - West & South
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Portable food warmers
Event Title: Firefighter Chili Cook-Off
Web Page With Event Information: IFA.org
Event Detail: Is it possible to have the South , West and North sides?
Event Date: 1/27/2027
Start Time: 10:00:00 AM
End Time: 1:30:00 PM

ATTACHMENT C W

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB808 - Disability Advocacy Day with the Iowa DD Council and partners - 1/27/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Tue, Jan 27, 2026 at 5:40 PM
Reply-To: capitol.complex.events@iowa.gov
To: carlyn.crowe@hhs.iowa.gov
Cc: carlyn.crowe@hhs.iowa.gov

Carlyn Crowe,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB808
Date of Form Submission: 1/27/2026 17:40:03

Form Submission Values:
Representative's Name: Carlyn Crowe
Address: 700 2nd Ave. Suite 101
City: Des Moines
State: Iowa
Zip Code: 50309
Email Address: carlyn.crowe@hhs.iowa.gov
Phone Number: 515-201-8151
Name (On-site): Carlyn Crowe
Email Address (On-site): carlyn.crowe@hhs.iowa.gov
Phone Number (On-site): 515-201-8151
Event Requestor: Iowa DD Council
Address (Requestor):
City (Requestor):
State (Requestor):
Zip Code (Requestor):
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Disability Advocacy Day with the Iowa DD Council and partners
Web Page With Event Information: iowaddcouncil.org
Event Detail: ok
Event Date: 1/27/2027
Start Time: 1:30:00 PM
End Time: 4:30:00 PM

ATTACHMENT C X

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB808 - Disability Advocacy Day with the Iowa DD Council and partners - 1/27/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Wed, Jan 28, 2026 at 8:21 AM
To: carlyn.crowe@hhs.iowa.gov

Hi Carlyn, your event is on the 2027 calendar. Our office will follow up with an agreement at a later date to confirm Application Number: ACB808 as submitted. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Tue, Jan 27, 2026 at 5:40 PM <donotreplycontactus@iowa.gov> wrote:

Carlyn Crowe,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB808
Date of Form Submission: 1/27/2026 17:40:03

Form Submission Values:
Representative's Name: Carlyn Crowe
Address: 700 2nd Ave. Suite 101
City: Des Moines
State: Iowa
Zip Code: 50309
Email Address: carlyn.crowe@hhs.iowa.gov
Phone Number: 515-201-8151
Name (On-site): Carlyn Crowe
Email Address (On-site): carlyn.crowe@hhs.iowa.gov
Phone Number (On-site): 515-201-8151
Event Requestor: Iowa DD Council
Address (Requestor):
City (Requestor):
State (Requestor):
Zip Code (Requestor):
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Disability Advocacy Day with the Iowa DD Council and partners
Web Page With Event Information: iowaddcouncil.org
Event Detail: ok
Event Date: 1/27/2027

Start Time: 1:30:00 PM
End Time: 4:30:00 PM

ATTACHMENT C Y

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB809 - Autism Society of Iowa Advocacy and Acceptance Day on the Hill - 1/28/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Wed, Jan 28, 2026 at 6:00 AM
Reply-To: capitol.complex.events@iowa.gov
To: autismsocietyiowa@gmail.com
Cc: autismsocietyiowa@gmail.com

Erin Enyart,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB809
Date of Form Submission: 1/28/2026 6:00:02

Form Submission Values:
Representative's Name: Erin Enyart
Address: 2617 SW 35th Street
City: Ankeny
State: Iowa
Zip Code: 50023
Email Address: autismsocietyiowa@gmail.com
Phone Number: 515-327-9075
Name (On-site): Erin Enyart
Email Address (On-site): autismsocietyiowa@gmail.com
Phone Number (On-site): 515-327-9075
Event Requestor: Autism Society of Iowa
Address (Requestor): 2617 SW 35th St
City (Requestor): Ankeny
State (Requestor): Iowa
Zip Code (Requestor): 50023
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Autism Society of Iowa Advocacy and Acceptance Day on the Hill
Web Page With Event Information: https://autismia.com/
Event Detail: Autism Society of Iowa will host their annual Day on the Hill for autism advocates and families. ASI will have a table with shirts, handouts and resources, and will also host a provider/vendor fair with 12-15 vendors in attendance. Setup will begin at 7am; registration at 8am. The rally will start at 9am with Legislators, self-advocates and providers invited to speak to attendees in the middle of the rotunda via speaker/microphone. At 10:30am advocacy training will be held courtesy of the Iowa DD Council. The event will end and be cleaned up by 12:00pm. Hy-Vee will provide refreshments. Attendance is expected at 150-200.
Event Date: 1/28/2027
Start Time: 7:00:00 AM
End Time: 12:00:00 PM

ATTACHMENT CZ

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB809 - Autism Society of Iowa Advocacy and Acceptance Day on the Hill - 1/28/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Wed, Jan 28, 2026 at 8:26 AM
To: autismsocietyiowa@gmail.com

We have added your event to the calendar. Our office will follow up with an agreement at a later date to confirm Application Number: ACB809. Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

On Wed, Jan 28, 2026 at 6:00 AM <donotreplycontactus@iowa.gov> wrote:

Erin Enyart,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB809
Date of Form Submission: 1/28/2026 6:00:02

Form Submission Values:
Representative's Name: Erin Enyart
Address: 2617 SW 35th Street
City: Ankeny
State: Iowa
Zip Code: 50023
Email Address: autismsocietyiowa@gmail.com
Phone Number: 515-327-9075
Name (On-site): Erin Enyart
Email Address (On-site): autismsocietyiowa@gmail.com
Phone Number (On-site): 515-327-9075
Event Requestor: Autism Society of Iowa
Address (Requestor): 2617 SW 35th St
City (Requestor): Ankeny
State (Requestor): Iowa
Zip Code (Requestor): 50023
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 101 - 500
Catering Equipment and Outdoor Cooking: Neither
Event Title: Autism Society of Iowa Advocacy and Acceptance Day on the Hill
Web Page With Event Information: https://autismia.com/
Event Detail: Autism Society of Iowa will host their annual Day on the Hill for autism advocates and families. ASI will have a table with shirts, handouts and resources, and will also host a provider/vendor fair with 12-15 vendors in

attendance. Setup will begin at 7am; registration at 8am. The rally will start at 9am with Legislators, self-advocates and providers invited to speak to attendees in the middle of the rotunda via speaker/microphone. At 10:30am advocacy training will be held courtesy of the Iowa DD Council. The event will end and be cleaned up by 12:00pm. Hy-Vee will provide refreshments. Attendance is expected at 150-200.
Event Date: 1/28/2027
Start Time: 7:00:00 AM
End Time: 12:00:00 PM

ATTACHMENT D A

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Capitol Building Application - ACB906 - AMP Annual Day on the Hill - 1/28/2027

1 message

donotreplycontactus@iowa.gov <donotreplycontactus@iowa.gov> Mon, Feb 23, 2026 at 11:41 AM
Reply-To: capitol.complex.events@iowa.gov
To: laossey@yss.org
Cc: laossey@yss.org

Laticia Aossey,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB906
Date of Form Submission: 2/23/2026 11:41:53

Form Submission Values:
Representative's Name: Laticia Aossey
Address: 420 kellogg Ave
City: ames
State: Iowa
Zip Code: 50010
Email Address: laossey@yss.org
Phone Number: 229-216-2157
Name (On-site): Laticia Aossey
Email Address (On-site): laossey@yss.org
Phone Number (On-site): 229-216-2157
Event Requestor: YSS
Address (Requestor):
City (Requestor):
State (Requestor):
Zip Code (Requestor):
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: AMP Annual Day on the Hill
Web Page With Event Information: weareampiowa.com
Event Detail: We annually hold our AMP (Iowa's foster youth) day on the hill. We will have a info table set up the duration of the reservation and will hold a press conference.
Event Date: 1/28/2027
Start Time: 12:00:00 PM
End Time: 4:30:00 PM

ATTACHMENT D B

Capitol Complex, Events <capitol.complex.events@iowa.gov>

Re: Capitol Building Application - ACB906 - AMP Annual Day on the Hill - 1/28/2027

1 message

Capitol Complex, Events <capitol.complex.events@iowa.gov> Mon, Feb 23, 2026 at 11:52 AM
To: laossey@yss.org

The event request per Application Number: ACB906 was added to the calendar and our office will follow up with an agreement at a later date to confirm.

Please contact our office if your plans change.

Suzy Trotter
Capitol Complex Events Coordinator
General Services Enterprise
Iowa Department of Administrative Services
109 S.E. 13th St., Des Moines, IA 50319
515-281-7259 Office
515-631-9247 Mobile
capitol.complex.events@iowa.gov
https://das.iowa.gov

Department of Administrative Services

On Mon, Feb 23, 2026 at 11:42 AM <donotreplycontactus@iowa.gov> wrote:

Laticia Aossey,

The following request was submitted on the Capitol Building Application Form.

Application Number: ACB906
Date of Form Submission: 2/23/2026 11:41:53

Form Submission Values:
Representative's Name: Laticia Aossey
Address: 420 kellogg Ave
City: ames
State: Iowa
Zip Code: 50010
Email Address: laossey@yss.org
Phone Number: 229-216-2157
Name (On-site): Laticia Aossey
Email Address (On-site): laossey@yss.org
Phone Number (On-site): 229-216-2157
Event Requestor: YSS
Address (Requestor):
City (Requestor):
State (Requestor):
Zip Code (Requestor):
Location: 1st Floor Rotunda - East, North, West, South
Expected Attendance: 26 - 100
Catering Equipment and Outdoor Cooking: Neither
Event Title: AMP Annual Day on the Hill
Web Page With Event Information: weareampiowa.com
Event Detail: We annually hold our AMP (Iowa's foster youth) day on the hill. We will have a info table set up the

duration of the reservation and will hold a press conference.
Event Date: 1/28/2027
Start Time: 12:00:00 PM
End Time: 4:30:00 PM