



The Senate

State of Iowa

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Secretary of the Senate

STATEHOUSE

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DURING LEGISLATIVE SESSION:

No Senate space is available for reservation by outside groups except:

- A. Room 22 may be reserved through Republican Senators with the Secretary of the Senate's office except if the room is needed for caucus or legislative business.
- B. Senate Lounge may be utilized without reservation to meet with individual Senators except when needed for subcommittees.
- C. Room 15 (legislative dining room) is available from 7:00 a.m. to 9:30 a.m. and must be reserved through the Chief Clerk's office.
- D. Room usage shall be for actual meetings and just not posting of displays.

INTERIM:

- A. Room 22 may be reserved through Republican Senators with the Secretary of the Senate's office except if the room is needed for caucus or legislative business.
- B. Room 24 may be reserved through Democratic Senators with the Senate Minority Leader's office.
- C. Room 15 (legislative dining room) may be reserved through the Chief Clerk's office or through a Senator with the Secretary of the Senate's office.
- D. Other Senate space may be reserved through a Senator with the Secretary of the Senate's office.
- E. Room usage shall be for actual meetings and not just posting of displays.

ROOM 116 is never available for reservation by outside groups during legislative session or the interim.