

Iowa State Association of Counties

Meeting Room Use Policy

Meeting Rooms – A, B, and President’s Conference Room

Reservation Hours:

8:00 am – 4:00 pm Monday, Wednesday, and Thursday

12:00 pm – 4:00 pm Tuesday

Fridays available on limited basis upon special request

Address: 5500 Westown Parkway, Suite 190, West Des Moines, IA 50266

As ISAC transitions back to allowing members into our office, ISAC will again be offering our meeting rooms to be reserved. We appreciate your patience while we create new processes and make updates to our meeting rooms. ISAC staff is happy to provide options and contact information for alternate meeting locations in the Des Moines Metro Area if we cannot meet your needs.

Meeting Room Policies:

- Reservations and use of an ISAC meeting room is complimentary but is limited to ISAC members and affiliates.
- The meeting room can be reserved on a first-come, first-serve basis.
- To reserve a space, fill out the form on the ISAC website at <https://www.iowacounties.org/meetings/reserve-isac-meeting-room-space/>.
- If your meeting is canceled, please contact ISAC as soon as possible so the space can be made available to others.
- Food and beverages are allowed in ISAC meeting rooms. ISAC can provide a list of preferred restaurants for food delivery and will assist with the ordering if needed. Please speak to the staff person on-site before the start of your meeting about placing your order and what time you want it delivered. Orders should be delivered to the ISAC office; ISAC staff will not pick-up food orders. Payment for food delivery is the responsibility of the meeting contact and/or group using the meeting room. **Special arrangements can be accommodated but should be communicated when filling out the online form or as early as possible.*
- You will receive communication from ISAC when your reservation is confirmed.

Room Capacity and Equipment:

- The maximum number of attendees allowed in-person in a meeting room:
 - o **Meeting Room A - 22 people**
 - o **Meeting Room B - 16 people**
 - o **President’s Meeting Room - 8 people**
- The standard room set for all meetings will be a hollow square.
 - o If a different room set is desired, it will be the responsibility of the user to rearrange the room upon arrival and to return the room to the standard set upon departure.
- One group per day is allowed to reserve each meeting room.
- Due to internal meeting room requirements only two of the three meeting rooms can be booked each day.
- In-room A/V capabilities include:

- Wireless internet access
- LCD Projector
- Retractable screen
- HDMI adapter cable
- Conference phone and speakers
- Owl Pro 360 Conference (camera, microphone, speaker)
- Meeting Room A can accommodate a hybrid meeting, with some participants attending via Zoom, with the use of the available A/V equipment. **Please note that ISAC is in the process of updating A/V equipment. Although we have optimized what we have, virtual attendees should not expect an “in-person” video and audio experience.*

User responsibilities related to ISAC meeting room reservations:

1. Scheduling the room in advance.
2. Confirming food arrangements.
3. Confirming reservation by providing a list of in-person attendees no later than 24 hours before time of reservation.
4. Returning the room to its former status after use (i.e., proper placement of tables and chairs).
5. Making sure all trash is disposed of in available trash containers within the meeting room and office.
6. Providing your own laptop and any other equipment/supplies that you will need for your meeting that exceeds the available A/V in Meeting Room A (see above).

ISAC responsibilities related to meeting room reservations:

1. Preparing the room for meetings and use.
2. Providing one ISAC staff member to assist on day of reservation.
3. Providing coffee and water during the meeting.
4. Assisting in ordering food for meals during reservation. ISAC will bill the appropriate group after the reservation if necessary.
5. Helping to setup in-room A/V equipment for user.

COVID-19 Protocols:

- Any individual that has tested positive for COVID-19 in the prior 5 days or that is exhibiting symptoms of COVID-19 identified by the CDC, (including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, chest pain, or other unexplained symptoms) is strictly prohibited from being in the ISAC office. You may visit the ISAC office 5 days after COVID-19 symptoms first appeared, at least 24 hours with no fever without fever-reducing medication, and other symptoms of COVID-19 have improved. If you do not have symptoms but tested positive for COVID-19, you may visit the ISAC office 5 days after the positive COVID-19 test. Individuals who visit the ISAC office 5 days after having any of the above symptoms or receiving a positive COVID-19 test must wear a mask until 10 full days have passed from the day the symptoms first appeared or the day of the positive COVID-19 test. If you are ill for any reason, please do not visit the ISAC office.
- Masks are not required in the ISAC office, unless you are visiting the office 6-10 days after a positive COVID-19 test or experiencing COVID-19 symptoms, as described in the previous section. However, outside visitors are required to wear masks when Polk County (or the State of Iowa) is at a substantial or high transmissibility threshold for Covid-19, regardless of vaccination status, while in the ISAC office, shared office spaces, or within 6 feet of an ISAC employee or another outside visitor.

- Please stay in your reserved meeting room during the length of your reservation and do not congregate anywhere else in the ISAC office.
- Any individual who attends an in-person meeting at the ISAC office and later tests positive for COVID-19 should notify ISAC immediately. Notification should include date and time of the meeting.

Thank you for your cooperation while we reopen our office and adjust to hosting meetings in-person again. We want to ensure that your meeting runs as smoothly and effortlessly as possible. If you have any questions or concerns, please reach out to support@iowacounties.org.