



FREQUENTLY ASKED QUESTIONS

1. **Is there FREE parking at the facility?** The FFA Enrichment Center offers more than 420 convenient parking spaces complimentary to all guests
2. **Do you offer discounts?** The FFA Enrichment Center offers discounts for the following: (10%) off non-profit and educational groups and (40%) off Iowa agricultural education programs. All discount programs must be preapproved by the FFA Enrichment Center Events Coordinator
3. **What is included in the room rental cost?** The FFA Enrichment Center provides the room, standard tables and chairs and standard AV in room rental costs
4. **Do room rates have sales tax?** The FFA Enrichment Center operates under the Iowa FFA Foundation non-profit organization and does not charge sales tax on room rates, food, beverage or any miscellaneous items
5. **Does the facility require a security deposit?** The FFA Enrichment Center generally requires a security deposit for large events of either a corporate deposit of \$250.00 or a social function deposit of \$750.00. This is a security deposit in addition to your final payment and is refunded after the event as long as all the requirements for cleanup of an event are met with no issues
6. **What is your cancellation policy?** The FFA Enrichment Center has a general cancellation policy. If you must cancel, you are welcome to choose another date if available, during the same fiscal year (July – June), but may be charged a fee to do so. All cancellations must be submitted in writing. The client must notify the FFA Enrichment Center Event Coordinator in writing or by email if it becomes necessary to cancel a reservation (no phone or voicemail will be accepted)

The following timeline and cancellation fees will apply:

<u>Cancellation Policy/ Cancellation Fee</u>	<u>Percentage of Contract Total</u>
61-90 days prior to event	20%
31-60 days prior to event	30%
16-30 days prior to event	40%
0-15 days prior to event	100%

7. **Is standard AV included in the room rental cost?** All rooms at the FFA Enrichment Center provide standard AV equipment. Each room provides a ceiling projector, screen, sound system, and computer and VGA cords for laptops. The large conference rooms also offer microphones and HDMI cords
8. **Do you run the AV for the event?** The FFA Enrichment Center can put you in contact with AV partners in the community to work with for all your needs above and beyond the standard equipment. You can bring in your favorite AV partner to work with to make your program flawless. The FFA Enrichment Center may charge a fee to trouble shoot presentation needs
9. **Is the facility handicap accessible?** The FFA Enrichment Center is handicap accessible and provides handicap accessible restrooms and parking areas, as well as, elevator access if needed
10. **Are children allowed in the building?** The FFA Enrichment Center is child friendly, but we ask that they be supervised at all times while in the building
11. **What time do we have access into the facility?** The FFA Enrichment Center can open as early as 5:30am for set up of events and can remain open until 12:30am (next morning). Your contracted times may vary depending on the event and your needs. Any extension of time must be approved and contracted by the Events Coordinator
12. **Does the facility have catering onsite?** The FFA Enrichment Center selects outstanding catering companies from the local market and surrounding areas of Iowa. These caterers compete in front of our wonderful clients, annually, for a chance to provide service to over 400 clients each year. The FFA Enrichment Center is able to provide beverages such as freshly brewed coffee, hot tea, iced tea, lemonade, sodas and/or bottled water. Snack baskets with assorted packaged goodies are also available, but the facility does not provide larger meal service.

13. **Do we have to use your approved caterers?** The FFA Enrichment Center does allow for non-preferred caterers to use our facility for your event with approval by the Events Coordinator. All non-preferred caterers must be licensed and must abide by all guidelines of the FFA Enrichment Center. Fees will apply
14. **Do you have an adequate kitchen facility?** The FFA Enrichment Center has a common kitchen with refrigerators, hot boxes, prep tables and an ice machine for our guests to use during their event. The FFA Enrichment Center also provides a rinse station. There is no cooking or sanitizing facilities for events onsite. Preferred caterers will have access to an industrial coffee brewing machine
15. **Can alcohol be served at the facility?** The FFA Enrichment Center allows alcohol in the facility. All state laws and local statutes regarding the possession, use and distribution of alcohol, must be observed by all parties utilizing the Iowa FFA Foundation and/or the FFA Enrichment Center. Security will be required for all events serving alcohol and the FFA Enrichment Center will make arrangements. There is a cost for security.
16. **Does the facility have linens available?** The FFA Enrichment Center does not have linens onsite for clients to use, but clients can make arrangements with the Event Coordinator to order them for the event.
17. **Does the facility allow food and beverage to be brought in?** The FFA Enrichment Center does allow food and beverage to be brought into the facility and designates it as “self - catering”. Catering fees may apply
18. **Can the facility handle large ceremonies and weddings?** The FFA Enrichment Center not only handles, large conferences, small meetings, training sessions, tradeshow and fundraising events, but is home to some of the most beautiful ceremonies and weddings for up to 480 attendees
19. **Can the FFA Enrichment Center parking lot be rented out for functions?** The FFA Enrichment Center can provide custom proposals for renting the parking lot for special events. These proposals are customized and based on availability and on the review of the usage for approval
20. **Are there any limitations on decorations and items that can be brought into the facility?** The FFA Enrichment Center asks that no balloons are brought into the facility. We do not allow confetti, birdseed, sparklers, smoke machines, or any type of pyrotechnics. Open flames are prohibited. However, candles are welcome as long as they are in a protective glass, such as a votive. Nothing can be stapled, nailed, taped (with the exception of painters’ tape), or tacked into walls (no command strips), and nothing can be hung from chandeliers or from the ceilings. Any damage done or “special” cleanup involved will result in you or your group not receiving your security deposit back after the event. Nothing is allowed on dance floor (if rented through the FFA Enrichment Center, i.e. Decals, Cake, etc.). All of your decorations, cake stands, outside linens, center pieces, etc. must be taken home with you at the end of your function. If you are unsure about any decorating, please contact our Event Coordinator for further assistance
21. **How do I schedule a site visit?** The FFA Enrichment Center welcomes you for a tour. All you need to do is schedule that tour with our Events Coordinator at 515 965-7372. Tours are scheduled during normal office hours Monday - Friday and takes up to (1) hour. Weekend appointments may be available based on the events schedule
22. **Do you allow smoking?** The FFA Enrichment Center has a strict no smoking policy during the event and must be followed. There is no smoking or any tobacco products in the facility
23. **Do you need Event Liability Insurance / Certificate of Liability?** The FFA Enrichment Center requires a Certification of Liability Insurance in the minimum amount of \$1,000,000.00 (one million dollars). Insurance plans or umbrella policies often offer this at no charge or at a nominal charge
24. **Is there a hotel attached to the FFA Enrichment Center?** The FFA Enrichment is located within walking distance of the Residence Inn by Marriott Des Moines Ankeny. Other motels and hotels are located in the surrounding area of Ankeny, Iowa within 10 – 15 minutes from the facility. The FFA Enrichment Center is located 25 minutes from downtown Des Moines, Iowa.
25. **Does the FFA Enrichment Center allow pets in the facility?** The FFA Enrichment Center allows service pets in the facility. If there are tradeshow, conferences or meetings that would like to showcase animals, as part of their display or presentations, prior approval and permitting will apply with the FFA Enrichment Center.

***FREQUENTLY ASKED QUESTIONS REGARDING COVID MANDATES AND BUILDING GUIDELINES**

1. **Do you require masks?** Masks are encouraged but not required in the FFA Enrichment Center on the first level and mandatory on the 2nd level during events. Masks will be worn by Event Staff onsite during the events in public areas around your guests

2. **Do you require temperature checks?** The FFA Enrichment Center will provide clients with Infrared thermometers. All guests must be temp checked by the client before entering the facility. Guests must also be asked, prior to the event, before they come in the building, if they have been exposed or around anyone who has COVID or if they have a fever or symptoms
3. **What are the social distant guidelines for tables and seating?** All tables in the facility will remain (6ft apart) during events. Seating can consist of (1) guest to full table capacity; depending on the group needs and the room that your group occupies
4. **Is food and beverage allowed in the facility during COVID 19?** Food and beverage is allowed onsite and all licensed caterers must abide by the Governor's mandate at the time of the event
5. **What styles of meals can be served to the guests in the facility during COVID 19?** Box lunches/dinners, sit down lunches/dinners and buffets are allowed in the facility. All guests in buffet lines must remain (6) ft. apart
6. **Can you have cocktail receptions onsite?** At this time, no cocktail receptions (without seating) can occur during events
7. **Can beverage be self-service?** Beverage and snack stations can be self-service and purchased from the FFA Enrichment Center Event Coordinator
8. **Do you provide sanitizer stations?** Sanitation stations are located around the facility and in meeting rooms. We encourage you to bring additional sanitation bottles and masks for your attendees during the event (optional)
9. **Do you have janitorial service onsite at all times during events?** The FFA Enrichment Center has a full time cleaning specialist onsite to maintain sanitation standards to the highest expectation in all areas

**COVID 19 mandates and guidelines can change at any time before updates occur on the website. The Event Coordinator will implement the mandates and guidelines on the day of the event and will notify all guests as soon as they are published before the event*