

East Side Library Facilities and Meeting Room User Information

East Side Library Rental Fees

Room rental fees do not apply to organizations with 501(c)3 status when meetings are open to the public and scheduled during normal library hours; however, all groups must pay room setup fees and equipment rental fees when applicable. All other groups are subject to fees as detailed below.

Any organization seeking nonprofit rates must qualify as a tax-exempt organization under Section 501(c)3 or other tax-exempt sections of the Internal Revenue Code and must submit a copy of a current letter of exemption to the library administration office.

The East Side Library has one meeting room which can be combined into a large space which can hold, at most, 111 people for receptions. The meeting room has 10 six foot tables and 84 chairs. The library also has one public conference room that can be rented for meetings. The conference room can accommodate up to 12 people. Library meeting rooms are available only during library hours. A damage deposit is required for events serving food.

Study rooms may also be reserved for a daily maximum of two hours. Study rooms are only available during library hours to library patrons, and a library card is required to make a reservation. Study rooms are free to use.

Rates are the same for nonprofit 501(c)3 closed meetings, for-profit organizations, and private events. (Fees are PER HOUR and partial hours are not pro-rated)

Hourly rate	\$20 per hour
Maximum daily rate	\$125
Conference room	\$10 per hour for meetings not open to the public
Study Rooms:	No fee for nonprofit groups open to the public or for tutoring; must have a library card to reserve a study room; two hours daily maximum.

These rooms are not available when the library is closed.

Please note:

- The library must have all details regarding meeting room setup 48 hours in advance of all meetings.
- ABSOLUTELY NO CHANGES will be made the day of the meeting.
- All meal events require a fully refundable damage deposit of \$100. Events providing snack food or drinks require a \$25 refundable damage deposit

Setup Fees

Theater arrangement – chairs all facing east toward a podium – is the standard room arrangement for meeting rooms. There is no charge for this arrangement. The conference room is always arranged with chairs around a single rectangular table.

All groups – even nonprofit organizations which are not subject to other fees – will be charged the room setup fee if the meeting room is arranged in any way other than east-facing theater style.

Options for room arrangement are: theater style (standard), square conference, seminar/classroom, and reception (custom).

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Use of Library Equipment

- Projector and/or television monitor \$10 each per meeting
- Use of library podium with built in microphone is free of charge
- Wireless Internet is available throughout the library free of charge.
- Groups can bring in equipment if the library options do not meet their needs.

The library will set up the AV control system for the event and provide information to operate its components from the podium control panel (microphones, projectors, screens, DVD player and VCR). It is the client's responsibility to become familiar with the control panel in order to operate the equipment needed. The library will not operate the equipment during the event.

Food and Catering

Light refreshments only (e.g. coffee, tea, and cookies) may be brought where facilities permit. Permission must be secured at the time the application is approved. A \$25 damage deposit is required for light refreshments. Other food and meal service provided requires a \$100 refundable damage deposit. **Alcoholic beverage service is not permitted.**

Payment of Fees

Full charges must be paid to the East Side Library no later than two business days before meeting date or the reservation will be canceled. Make checks payable to the Des Moines Public Library. If an invoice is needed for payment, please call 515 283.4152.ext.4.

If the facility is being used for a fund-raising project, all tickets must be advance sales. No public parties or group events charging or collecting admission on the premises will be allowed. No group may accept donations on library premises. No mention of alcohol may be used to enhance sales.

Please note: If a reservation is not fully paid two business days before its scheduled start time, it will be canceled. The library will return any partial payments or deposits made up to that point by mail.

Library Meeting Rooms – Frequently Asked Questions

The Des Moines Public Library has various facilities and meeting rooms that are available for public use at the East Side Library and branch libraries located throughout the city. Fees and rates vary depending on the facility and scope of the event, and the type of sponsoring organization. The library reserves the right to review each prospective use and determine whether or not that use falls within the meeting room user guidelines. Use of the premises may be terminated at any time if the conduct of the group or any member of the group is disruptive to library service, or in violation of the library's Customer Behavior Policy. All activities and programs conducted in the library buildings are subject to the general rules and regulations of the Des Moines Public Library.

How do I reserve a room at the East Side Library?

In order to reserve a room, you must fill out an application, pay the damage deposit (if applicable), and supply a letter of tax exemption to the library (if applicable). The appropriate application must be completed, signed, and submitted by all applicants planning to use a meeting room or conference room. Applications are available online on the library web page (www.desmoineslibrary.com). Click on "Reserve a Meeting Room." Or you may pick up a meeting room form at any Des Moines Public Library location. You may call 515 283.4152.ext.4 with questions regarding meeting rooms, and the Des Moines Public Library does not guarantee any date for meeting room usage until payment is received.

When must I pay the room fees?

- A damage deposit of \$100 paid with a separate check is required for catered events to secure the room.
- Full charges must be paid not later than two business days before date of use or the reservation will be canceled. Make checks payable to the Des Moines Public Library.

Can my group reserve a meeting room date for an entire year?

No group may consider the library its permanent meeting place or use the library's mailing address as its mailing address.

No more than eight dates may be scheduled at one time, and no group may host more than eight events per year.

Can I use the meeting room for a private party?

No, the meeting room may not be reserved for private parties due to the close proximity of the meeting room to the library proper.

How far in advance may I reserve a room?

The meeting room may be scheduled up to twenty-four months in advance.

Library conference rooms may be scheduled up to eight weeks in advance. Study rooms may be scheduled up to 48 hours in advance.

May I bring in snacks and coffee without using the caterer?

Yes, simple food items such as snacks and coffee may be brought in for meetings at no charge. The applicant assumes full responsibility for making sure all used paper goods and food remains are put into supplied trash receptacles before vacating the premises. A \$25 refundable damage deposit is required.

What equipment and services does the library provide?

The library has some A/V equipment available for use or rental.

How is the layout of space for my event decided?

The library staff will work with you to establish an authorized floor plan for your event. Any changes in meeting room arrangements or requests for equipment or furniture must be received at least two business days in advance of the event and approved by the library staff. For all events, a fee will be charged for any room setup other than theater style.

May I give out a telephone number for receiving messages or for information regarding my event?

No, the library cannot accept messages for you or your guests. Library numbers may not be listed for information on your event. The library requests that all printed materials, press releases, posters, and other information include a contact number for your group.

May my group also schedule a tour of the East Side Library?

Yes, the library will try to accommodate your request for a tour on the day of your event; however, tour guides are not always available.

What are the library's rules for signage and decorations?

Materials may not be affixed to any surface, including walls, windows, floors, furniture, or fixtures, at the East Side Library without approval by the library staff.

May I list the Des Moines Public Library as a sponsor?

No, printed materials may not list the library as a sponsor of an event or meeting unless previously agreed to by the library director or his/her designee.

Photographs

The library reserves the right to take photographs of events for its own records and for future promotional materials.

Photographs may be taken in the meeting room wing by event hosts during closed events only.

Library users may not take photographs of public library facilities without securing approval from library staff.