

Central Library Facilities and Meeting Room User Information

Central 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 Central Library has three meeting rooms which can be combined into a large space which can hold, at most, 570 people. Organizations can rent one, two, or all three rooms. The library also has two public conference rooms that can be rented for meetings during library hours. The first floor conference room can accommodate twelve people, and the second floor conference room can accommodate up to eight people. No group using the second floor conference room may cater its event. See below for detailed information regarding rental fees.

Study rooms of various sizes 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. Call 515 283-4152, ext. 3, to make a reservation.

FEE LEVEL I Nonprofit rate for closed 501(c)3 meetings (fees are PER HOUR)

Library Open	\$20.00 for one room, \$30 for two rooms, \$40 for three rooms
Maximum daily rate	\$100.00 for one room, \$120 for two rooms, \$150 for three rooms
Library closed	Meeting rooms are not available for nonprofit rates when the library is closed. See FEE LEVEL II (below).
Public conference rooms	\$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.

FEE LEVEL II For-profit organization, private party rate, or library closed rate

One of three rooms

During library hours: \$60 per hour
Monday thru Thursday nights: \$400*
Friday and Saturday nights: \$600*

All three rooms (combined space)

During library hours: \$100 per hour
Monday thru Thursday nights: \$800*
Friday and Saturday nights: \$1000*

Two of three rooms

During library hours: \$80 per hour
Monday thru Thursday nights: \$600*
Friday and Saturday nights: \$800*

Conference rooms: \$10 per hour.

These rooms are not available when the library is closed. Catering is available in the first floor conference room ONLY.

***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.
- The parking garage will never be open before or after library hours.
- A room setup fee of \$25 per room may be charged for any events canceled less than 24 hours in advance of the event.

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Setup Fees

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

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.

- Room arrangements other than theater style-east: \$25, \$50, and \$75 for one, two, and three meeting areas.
- Options for room arrangement are: theater style-east (standard), theater style-south, amphitheater, banquet, square conference, seminar/classroom, and reception (custom).
- Stage setup fee is \$100.
- 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.

*Additional fees may apply for special events that require library management coordination.

Use of Library Equipment

Digital Projector	\$10 each per meeting
Projector Screen	\$10 each per meeting
Microphones: wireless handheld or wireless lapel	\$10 each per meeting
Stage (8' x 8' or 8' x 16')	\$100 per meeting

- A laptop plug-in is provided for the computer projector, but computers are not provided by the library.
- 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.

Technical assistance required beyond the standard AV set up or to verify the compatibility of the client's equipment is charged at the rate of \$50.00 per person per hour, one hour minimum. Technical assistance must be scheduled at least 48 hours in advance of 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. Other food and meal service, including alcoholic beverage service, must be provided by the library's contracted concessionaire.

The library's contracted concessionaire must be contacted and paid separately. You may not pay for your meeting and your meal with the same check. Please call the administrative office for information – 515 283-4152, ext 4.

Payment of Fees

Charges must be paid to the administrative office no later than two business days before your meeting date or the reservation will be canceled. Make checks payable to the Des Moines Public Library. The Embassy Club must be paid separately.

A 50% non-refundable deposit is required during the reservation process for all after hour rentals.

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 refund any partial payments or deposits made up to that point by mail. **This excludes all after hour rental deposits.**

Entertainment and Music

All entertainment, including music, must end by 12:00 AM on Friday and Saturday nights and by 11:00 PM other evenings. The client is responsible for informing the band or DJ of the end time and the limited electrical power available in the space rented for the event. The band or disc jockey must provide any necessary extension cords and cables, all extension cords and cables must be taped down with nonresidue tape. The use of duct tape is not permitted. The band or DJ must use the freight elevator to move equipment. Guest elevators are not to be used to move equipment. All bars must close thirty (30) minutes prior to the end of the event. Self-service bars are strictly prohibited.

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 Central 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 Central 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 "How Do I?-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. 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?

- 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.
- The Embassy Club must be paid separately.

Where can my guests park?

The intent of the limited parking space under the library is to provide space for library patrons and attendees of library sponsored events. This parking ramp is only available for two hour increments during library hours. There will be no exceptions made for groups using the library for meeting space; vehicles may not exceed the two hour parking limit for any reason. Groups with more than fifteen cars should not plan on using the library parking garage.

The library parking garage will not be open before or after library hours. If any cars remain in the library parking garage after hours, they will be locked inside and ticketed. They can be picked up the next day.

Event hosts are solely responsible for informing event attendees of the parking garage time limit and availability.

There are nineteen two-hour parking meters within easy walking distance of the Central Library on Locust Street. There are seven four-hour parking meters on Twelfth Street. Along the north side of the library on Grand Avenue, there are thirteen four-hour parking meters and seven two-hour parking meters. There are specially marked handicapped meters on both Grand Avenue and Locust Street.

Parking options also include nearby parking garages, including 801 Grand, Eighth & Mulberry, and the Allied Insurance parking ramp at the intersection of Twelfth and Walnut. Call 515 283-4152, ext. 4, for more parking suggestions.

How do I get to the Central Library?

The library spans between Tenth and Twelfth streets and between Grand Avenue and Locust Street.

If coming from north or west of downtown, library users can take Martin Luther King Pkwy to Ingersoll, continue going east on Ingersoll until Tenth Street and turn south. If coming from south of downtown, library users can take Fleur to Locust to get to the library. Call 515 283-4152, ext. 4, for driving directions.

Where do my guests enter the library?

The primary entrance for meeting room events is the Locust Street (south) entrance. This entrance should be clearly designated in all printed materials. Call 515 283-4152, ext. 4, for maps – either in electronic (e-mail) or paper format.

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.

How far in advance may I reserve a room?

The Gateway Gallery meeting room wing may be scheduled up to twenty-four months in advance. 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. Permission must be secured at the time the application is approved.

May I bring in my own alcoholic beverages for my event?

No. The library allows you to provide alcohol only through the library's licensed caterer. All guests must be twenty-one years of age or older to be served alcohol.

What equipment and services does the library provide?

The library has some A/V equipment available for use or rental. The meeting room complex includes a networked projector, a screen, a podium with a microphone, and Internet network connections. The library does not provide laptop computers for PowerPoint projection. The Central Library meeting rooms include window darkening shades. Please specify on your application if you would like these shades to be drawn for your event. Library staff will not manipulate lighting or window shades during an event; events must settle on a single lighting setting for the entirety of an event.

It is the client's responsibility to verify that the AV equipment meets his or her needs. The library is not responsible for the sound and video quality of AV presentations or compatibility with the client's equipment or media. If you need to verify the AV equipment in advance, please call 515 283-4152, ext. 4, to schedule a time.

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 podium control panel in order to operate the equipment needed. The library will not operate the equipment during the event.

What if I require additional assistance with set up?

The library staff will try to accommodate additional set up requests; however, this may not always be possible. Additional fees may apply for groups that require library management coordination.

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-east.

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 Central 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. Requests for a tour may be made by calling 515-283-4152, ext. 3. Special tour requests must be made at least thirty days in advance of the event.

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

Materials may not be affixed to any surface, including walls, windows, columns, floors, furniture, or fixtures, at the Central 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.

What if there is bad weather?

In the event the library must close due to inclement weather, any meetings scheduled for that day will be canceled. Any payments made for a meeting room will be refunded. Meetings may be rescheduled the next business day.

May I hold a fundraiser at the Des Moines Public Library?

Meeting rooms are not to be used for the direct sale of merchandise, goods or services for profit, or for the promotion of any commercial or profit-making venture or business. Meeting rooms are not to be used for fundraising for the benefit of private individuals or for private support of organizations. 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.