



CONFERENCE ROOM APPLICATION

Apply at the Central Library Administrative Office, fax 515-237-1654, or e-mail application to DFAlbright@desmoineslibrary.com.

Date of Application: _____

Date of meeting: _____ Start Time: _____ End Time: _____

Name of organization: _____

Does this organization have 501(c)3 status? yes no If yes, attach a letter of exemption to this application.

Is this meeting open to the public? yes no How many attendees are expected? _____

Purpose of meeting: _____

Application made by: _____

Office or relationship to organization: _____

Address: _____ Telephone No: _____ Cell Phone: _____

E-mail address: _____

Other information about the Conference Rooms

• Catering is only available in the first floor conference room. Call the library's business office at 515-283-4152 ext 4 for more information about catering.

• *Conference Rooms are available only during library hours.*

Monday:	9:00 AM – 8:00 PM
Tuesday:	9:00 AM – 8:00 PM
Wednesday:	9:00 AM – 8:00 PM
Thursday:	9:00 AM – 8:00 PM
Friday:	9:00 AM – 6:00 PM
Saturday:	9:00 AM – 5:00 PM
Sunday:	1:00 PM – 5:00 PM

Misrepresentation of the above data or failure to abide by the rules established will be cause for denial of further use of the meeting room.

Please initial: I hereby acknowledge that I have read and agree to follow the Policies and Procedures of the Des Moines Public Library for events held there.

Please initial: I have read and agree to abide by the above.

Please initial: The library parking garage has a two-hour time limit and is never open before or after library hours. I acknowledge that it is my responsibility to inform meeting attendees of their parking options during their meeting.

Client Signature _____ Date _____

For Office Use Only

AMOUNT PAID:

AMOUNT DUE: