

# Des Moines Public Library Branch Facilities and Meeting Room User Information

The Des Moines Public Library has meeting rooms that are available for public use at the five branch libraries located throughout the city. Three branches also offer smaller conference rooms: East Side Library, Forest Avenue Library, and Franklin Avenue Library. These rooms are available during regular library hours. Rooms may be booked up to eight weeks in advance. To check availability for booking public meeting spaces, please call the Administration Office at 515-283-4152, ext. 4 from 9:00 AM – 5:00 PM, Monday – Friday.

In order to reserve a room, the appropriate application must be submitted to the library at least five business days in advance. Nonprofit organizations should submit proof of tax exempt status with their application. Applications are available online at [www.dmpl.org](http://www.dmpl.org) or may be picked up at any DMPL location. The Des Moines Public Library does not guarantee any date for meeting room usage until application has been received and approved by the Administration Office. Payment of fees is due no later than five business days prior to the event or the event may be canceled.

## **CONFERENCE ROOMS**

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For-Profit Organizations	\$10 per hour
Non-Profit Organizations	No Charge (meetings <b>must be open to the public</b> to be free of charge)

A maintenance fee of \$20 per event is required if food or beverages are served.

## **MEETING ROOMS**

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For-Profit Organizations	\$20 per hour
Non-Profit Organizations	No Charge (meetings <b>must be open to the public</b> to be free of charge)

A maintenance fee of \$20 per event is required if food or beverages are served.

## **RENTAL GUIDELINES – Branch Facilities**

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- Rooms are only available during regular library hours.\*
- Rooms are not available for private parties.\*
- All events booked as nonprofits are subject to the Iowa Open Meeting Laws or they must pay the for-profit rate for booking the space.
- Rental fee includes time for set up and take down.
- Space cannot be booked more than eight weeks in advance to allow for the scheduling of library programming.
- No library location may be listed as the permanent meeting place for any organization.

- No fundraising may be done at the library.
- Users are responsible for returning the room to the basic setup configuration.
- Podium with microphone and screen are available for use at no charge.
- Users must supply their own computer, projectors, and computer cords.
- Library staff is not responsible for troubleshooting AV equipment
- The library offers free Wi-Fi. This may not support high bandwidth applications.
- All groups using public meeting space at the libraries must meet fire code occupancy limitations.
- Free parking is available at all neighborhood branches.
- Refunds for cancellation will be given if cancelled five or more business days in advance.

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.

### Photographs

The library reserves the right to take photographs of events for its own records and for future promotional materials. Library users may not take photographs of public library facilities without securing approval from library staff.

\*The meeting rooms at the Central Library may be used outside of regular hours and for private events. Please visit <http://dmpl.org/meeting-rooms> or call 515-283-4152 ext. 4 for more information.

### Branch Locations and Hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>East Side</b> 2559 Hubbell Ave. – 50317	10a - 8p	10a - 8p	CLOSED	10a - 6p	10a - 6p	10a - 5p	CLOSED
<b>Forest Avenue</b> 1326 Forest Ave. – 50314	10a - 8p	10a - 6p	10a - 6p	10a - 8p	CLOSED	10a - 5p	CLOSED
<b>Franklin Avenue</b> 5000 Franklin Ave. – 50310	10a - 8p	10a - 8p	10a - 6p	CLOSED	10a - 6p	10a - 5p	CLOSED
<b>North Side</b> 3516 Fifth Ave. – 50313	CLOSED	10a - 8p	10a - 8p	10a - 6p	10a - 6p	10a - 5p	CLOSED
<b>South Side</b> 1111 Porter Ave. – 50315	10a - 8p	CLOSED	10a - 8p	10a - 6p	10a - 6p	10a - 5p	CLOSED