



LIBRARY BRANCH Meeting Rooms Application

Apply at the Central Library Administrative Office, fax 515.237.1654, or e-mail application to librarynews@dmpl.org.

East Side Forest Avenue Franklin Avenue North Side South Side

For room availability and capacity, call 515-283-4152 ext. 4 or email librarynews@dmpl.org.

Date of meeting: _____ Arrival Time: _____ Departure Time: _____

Name of Organization: _____

Does this organization have tax exempt or non-profit status? Yes No

If yes, choose one: The library has my form on file Letter of exemption is attached

Is this meeting open to the public? Yes No (For-profit/private rate applies to closed meetings)

Purpose of meeting: _____ Number attending: _____

Application made by: _____ Relationship to Organization: _____

Address: _____

Primary Phone: _____ Other Phone: _____

Email address: _____

Do you plan to bring food or beverage to your event? Yes No
(\$20 maintenance fee applies)

I do not require any AV equipment Screen Podium Microphone

**The library staff will not operate or troubleshoot the equipment during the event.
Users must supply their own computer, projectors, and computer cords. Free wi-fi is available at all locations.**

Notes:

Please initial

I hereby acknowledge that I have read and agree to follow the guidelines as listed in the *Des Moines Public Library Branch Facilities and Meeting Room User Information*.

I hereby acknowledge I am responsible for returning the room to the basic setup configuration.

All events must end at the scheduled departure time and must end by library closing.

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.

Client Signature _____ Date: _____

For Office Use Only

AMOUNT DUE:

AMOUNT PAID:

INVOICE NO.: