Central Library Facilities and Meeting Room User Information

The Central Library Meeting Room Wing has three rooms which can be combined into a large space which can hold an audience of up to 250 people. Organizations can rent one, two, or all three rooms. Within the library there are two public conference rooms, which can be rented during library hours. Both conference rooms can accommodate up to ten people. See below for detailed information regarding rental fees. Rooms will not be reserved until a completed application is received and approved by the Administration Office.

Any organization seeking nonprofit rates must qualify as a 501(c)3 or similar tax-exempt organization per the Internal Revenue Code and must submit proof of exemption to the library Administration Office. *Meetings must be open to the public and are subject to the Iowa Open Meeting Laws or they must pay the for-profit rate for booking the space.*

Study rooms of various sizes may be reserved by active library account holders. Rooms are only available during library hours for a daily maximum of two hours. Study rooms are free to use for individuals and group study and may be reserved by calling 515-283-4152 x 3. Branch study rooms must be reserved same-day, in person.

CENTRAL LIBRARY MEETING ROOM RENTAL FEES

For more information about rooms at Central visit: **dmpl.org/central-library-meeting-rooms-0**

FEE LEVEL I Nonprofit rate for 501(c)3/tax exempt meetings held during regular library hours. Meetings must be open to the public.

	One room	Two rooms	Three rooms
During library hours:	$25/hr	$40/hr	$50/hr

(Closed meetings or outside regular hours – See **FEE LEVEL II)**

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

	One room	Two rooms	Three rooms
During library hours:	$75/hr	$100/hr	$125/hr
Outside regular hours:*	$150/hr**	$200/hr**	$250/hr**

*Weekdays: 7am until 9am, or closing until 11:00 pm (midnight on Fridays).
Saturdays: 7:00 am to 10:00am or 5:00 pm to midnight.
Sundays: 7:00 am to 1:00 pm or 5:00 pm to 11:00 pm.
** Additional per hour Security Fee required as well.

Additional Fees Applies to both Nonprofit and For-Profit organizations

	Rate	Notes
Food maintenance	$30	Must use pre-approved caterer or contact Administration for approval.
Projection Unit	$20/room	Use of screen only is $10.
Lectern w/ microphone	Free	Includes attached microphone and A/V control panel.
Security	$25/hr	Required for all events outside regular library hours.
Room setup fee (on weekends):	$50/room	Charged if setup must be done over weekend.

CONFERENCE ROOMS (maximum capacity 10 people)

Only available during regular library hours.

For-Profit Organizations	$10 per hour
Nonprofit Organizations	No Charge (meetings **must be open to the public** to be free of charge)

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

Conference Rooms – Central Library

Public Conference Rooms: $10/hr
501(c)3/tax-exempt nonprofit organizations may use the room free of charge provided the meeting is open to the public.

There are two conference rooms, one on each floor, each with a maximum capacity of ten. Rooms are available during regular library hours only. Each room has a rectangular table with ten chairs, and a small dry erase board.

Light refreshments or catered meals may be served in the first-floor conference room only. There is a maintenance fee of $20 if food is served. Lidded beverages (coffee, bottled drinks) are allowed in either room.

Reserving a Room

Room use applications are available on the library web page (dmpl.org/central-library-meeting-rooms-0) or may be picked up at any Des Moines Public Library location. Anyone wishing to use a meeting room must complete the appropriate application and submit it to the Administration Office, along with their letter of tax exemption, if applicable. Applications must be received at least five days in advance of the event and may be submitted via email or fax, or be dropped off at any location.

You may call 515-283-4152, ext. 4 or email libraryrooms@dmpl.org to check room availability or with questions regarding meeting rooms. The Central Library Meeting Room wing and conference rooms may be scheduled up to two years in advance. The Des Moines Public Library does not guarantee any date for meeting room usage until written confirmation is received.

Payment of Fees

All reservations will be confirmed with an emailed invoice. Full charges must be paid to the Administration Office no later than five business days before your meeting date or the reservation will be canceled. Make checks payable to the **Des Moines Public Library**. Credit card payments may be made over the phone (515-283-4152 ext. 4) or by fax (515-237-1654).

Please note: If an invoice is not fully paid by the due date listed, the library reserves the right to cancel the reservation. The library will refund any partial payments or deposits made up to that point by mail.

Room Arrangement and Setup Fees

Because of where the furniture is stored, room setup must be done by library staff and is included in your rental fee. Library staff will work with you to establish an authorized floor plan for your event. The library must approve final details regarding meeting room setup at least five business days in advance of all events. No changes may be made the day of the meeting.

Room capacity is determined by which rooms are in use and the room arrangement (see chart in FAQs). Use of the projection screen affects the space available for seating. The number of rooms required may be determined by the arrangement needed and maximum room capacities. Options for room arrangements are: Theater style (facing East or South), Banquet, Seminar/Classroom, or any Custom setup with round or seminar tables, and chairs.

Weekend reservations that require room setup to be done outside usual hours require a setup fee of $50 per room. This will be determined by the Administration Office upon review of the scheduled events.

Condition of Room and Damages

The renter of the room is responsible for the cost of all damages that occur during the rental period. This includes, but is not exclusive to, damage to walls, windows, flooring, furniture, and AV equipment. You may request a walkthrough of the room with library staff prior to the event. Walkthroughs for weekend events must take place by Friday afternoon before 4:00 p.m.

Use of Library Equipment

Digital Projection System	$20/ room
Stage (8' x 16') - only available when using all three rooms	$200

- Computers, tablets, or any other AV equipment not listed above will not be provided by the library.
- A standard VGA cable or HDMI will be provided to connect to the projection system, adapters for Apple products or any other non-standard ports are not. The event host is responsible for damaged or missing cables at a replacement cost of $15.
- Wireless Internet is available throughout the library free of charge. This may not support high bandwidth applications.
- Groups may bring in equipment if the library options do not meet their needs.
- Each room has either a lavaliere or handheld wireless microphone available that may be used free of charge.

The library will set up the AV control system for the event and provide information to operate its components from the lectern control panel (microphones, projection system). It is the client's responsibility to become familiar with the control panel in order to operate the equipment needed. All ports and cables should be PC compatible; we do not provide adapters for Apple products or non-standard tablets.

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 not operate the equipment during the event, nor provide technical support.

Please specify on your application if you would like window darkening 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.

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 non-residue tape. The use of duct tape is not permitted.

Food and Catering

Light refreshments such as coffee, tea, pop, and cookies may be served. 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 maintenance fee of $30 per room will be charged.

If catered food is to be served, you must choose from one of the library's pre-approved caterers or have the caterer approved ahead of time. The library does not provide table service or linens. For information about alcohol service see below.

The library's approved caterers must be contacted and paid separately. Please call the Administration Office for information – 515-283-4152, ext 4.

Pre-approved Caterers

Baratta's |www.barattas.com/catering | Lora or Nick | 515-281-3294 | barattas.cafe@iowa.gov

In the Bag | www.inthebag-lunches.com | Luke Essing |515-222-9338 | lessing@inthebag-lunches.com

Gateway Market | www.gatewaymarket.com/catering |515-422-5108 | catering@gatewaymarket.com

Palmer's Deli | www.palmersdeliandmarket.com | 515-274-4004 | ingersoll@palmersdeliandmarket.com

Alcohol

Events at which alcoholic beverages will be served or which are likely to involve noise, music or other activities which interfere with the library's operation will only be permitted outside regular library hours. Events at which alcohol will be served must also include food service and may only be provided through the library's pre-approved caterers, or proof of licensed alcohol service must be provided at time of payment. All bars must close thirty (30) minutes prior to the end of the event. Self-service bars are strictly prohibited. Extra security may be required when alcohol is served. If the library director determines that security is needed, the cost of the security will be the responsibility of the meeting room user.

Parking

A parking guide will be emailed with the confirmation invoice and is available upon request. Event hosts are solely responsible for informing event attendees of the parking garage time limit and availability.

The library parking ramp is accessible from Grand Avenue west of 10th Street. The limited parking area under the library is intended to provide space for library patrons and attendees of library sponsored events during library hours. There is a 2-hour maximum parking limit. 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 ten cars should not plan on using the library parking garage. The library parking garage will not be open before or after library hours. Vehicles remaining in the library garage after hours will be locked inside and ticketed; they can be picked up the next day.

The closest City of Des Moines Parking Ramp is located one block east of the library at 9th and Locust Street. The rate is $1/hour with a $10 daily maximum. Credit payments may be made at the exit gate, or cash payments may be made in the Skywalk at 8th and Locust. (Special rates may apply for event pricing.) http://www.parkdowntowndesmoines.org / • Parking Garages are managed by ABM Parking System. (515) 243-8442

There are four-hour meters on the streets adjacent to the library and some twelve-hour meters within walking distance. Specially marked for handicapped access spaces are located on both Grand Avenue and Locust Street. http://maps.dmgov.org/apps/cdmparking/

Frequently Asked Questions

Photography

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.

How do I get to the Central Library?

The library is located 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 as Ingersoll becomes High Street to Tenth Street and turn south. If coming from south of downtown, library users can take Fleur Drive to Locust Street 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 and is the only entrance for events when the library is closed. Please note this entrance for all guests. A map is available upon request.

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 (30) 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. A directional sign may be placed inside the Gateway Gallery upon request.

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. No group may use the library's mailing address as its mailing address.

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 I hold a fundraiser at the Des Moines Public Library?

No fundraising may be done at the library.

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.

What are Central Library's regular hours?

Days	Open	Close	Extended hours
Monday – Thursday	9:00 am	8:00 pm	7:00 am – 11:00 pm
Friday	9:00 am	6:00 pm	7:00 am – 12:00 am
Saturday	10:00 am	5:00 pm	7:00 am – 12:00 am
Sunday	1:00 pm	5:00 pm	7:00 am – 11:00 pm

The Des Moines Public Library is closed and the meeting room is not available on most federal holidays including: New Year's Day, Martin Luther King Jr. Day, Memorial Day (Friday – Sunday), Easter, Mother's Day, Father's Day, Independence Day, Labor Day (Friday – Sunday), Columbus Day (for Staff In-Service), Thanksgiving (Thursday – Friday), Christmas (two days). The library closes at 5:00 pm on New Year's Eve.

What is the capacity of each room?

This chart shows the maximum capacity for each room for our most common setup arrangements. Room capacity is dependent on exact room setup and use of other tables and equipment.*

	Banquet 6' round tables, 8 persons per table		**Classroom** 6' x 2' rectangular tables, 2-3 persons each		**Theater [East]** Rows of seats with aisle down center		**Standing** no tables or chairs
	Screen	No screen	Screen	No screen	Screen	No screen	
Room 1	48	64	36	45	70	80	205
Room 2	48	64	36	45	80	90	183
Room 3**	40	48	30	36	60	70	182
Rooms 1 & 2	96	128	72	90	150	170	388
Rooms 2 & 3**	88	112	66	81	140	160	365
Rooms 1, 2, 3**	136	192	102	120	250	250	570

*The use of the stage or additional tables or may reduce the available seating by 8-20 per room.

Please call 515-283-4152 ext. 4 or email libraryrooms@dmpl.org with any questions.