

Thank You for considering the Des Moines Public Library as a place for your next meeting! All six of our locations are conveniently located throughout Des Moines. Our Central Library, located in the heart of downtown Des Moines, offers a large meeting wing with space that can seat up to 300 people. This large meeting room can also be divided into three separate meeting rooms that can accommodate approximately 50 to 100 people in each room. The Central Library also has two smaller conference rooms, perfect for meetings of ten people or less.

All five branch libraries also offer meeting spaces that are enjoyed by a wide range of groups including neighborhood associations, business organizations, social clubs, and much more. Additional meeting room information and application forms are available online at: www.dmpl.org or call our Business Office at: 515-283-4152, ext. 4 during regular business hours (Monday-Friday, 9:00 AM to 5:00 PM). We look forward to seeing you at the library!



CENTRAL LIBRARY
1000 GRAND AVENUE



EAST SIDE LIBRARY
2559 HUBBELL AVENUE



FOREST AVE. LIBRARY
1326 FOREST AVENUE



FRANKLIN AVE. LIBRARY
5000 FRANKLIN AVENUE



NORTH SIDE LIBRARY
3516 FIFTH AVENUE



SOUTH SIDE LIBRARY
1111 PORTER AVENUE

GENERAL GUIDELINES FOR BOOKING PUBLIC MEETING SPACE

- To check availability for booking public meeting spaces at the library, please call:
Business Office: 283-4152, ext. 4
9:00 AM – 5:00 PM, Monday – Friday.
- Meeting room applications, room specifications, and designated room configurations are available online at www.dmpl.org/meeting-rooms.
- All meeting spaces must be booked more than five business days prior to the event
- Payment of rental fees is due no later than five business days prior to the event.
- Refunds for cancellation will be given if cancelled five or more business days prior to event.
- All events booked as non-profits are subject to the Iowa Open Meeting Laws or they must pay the for-profit rate for booking the space.
- All organizations who use library facilities for fundraising activities must pay at the for-profit rate.
- All groups using public meeting space at the libraries must meet fire code occupancy limitations.
- The library offers free WiFi. Users wishing to Skype or use other high bandwidth applications will want to test the services in advance of their event/meeting.
- Underground parking at the Central Library is limited to two hours and designated for library patrons only. For further parking options at Central Library, visit the website or call 283-4152, extension 4.
- Free parking is available at all neighborhood branches.



Public Meeting Space Rentals



www.dmpl.org • 515.283.4152
1000 Grand Avenue • Des Moines, IA 50309

Central Library Meeting Spaces

Meeting Rooms

The Central Library offers meeting room space for your events and meetings at the following rates during regular library hours. These spaces must be booked five days in advance and may be booked up to twenty-four months in advance if space is available.

FEES PER HOUR

For-Profit Organizations	One Room	\$80
	Two Rooms	\$100
	Three Rooms	\$120
Non-Profit Organizations	One Room	\$20
	Two Rooms	\$30
	Three Rooms	\$40

SERVICES AND FEES

Room Setup	\$30 per room
Light Refreshments Served	\$30 per room
Catered Food Served	\$50 per room
Projection Unit	\$20 per room
Wireless Microphone	\$10 per event
Stage (All rooms must be booked.)	\$150 per event
Podium and Microphone	Free

AUDIO-VISUAL (AV) GUIDELINES

- Please schedule a fifteen-minute AV orientation at least twenty-four hours in advance of your meeting or event.
- Please request a USB cord on the application form if you plan to use the projection system.
- Apple™ products require a special adaptor cord that users are responsible for supplying.
- If more AV assistance is needed, please contact AVI, 3001 104th St, Urbandale, IA 50322 at (515) 254-9850 to contract services.

WEEKENDS AND EVENINGS

The Central Library also offers meeting room space for special events and meetings outside the library's hours of operation. Reservations for these events must be booked six days in advance and the following fees apply to ALL groups, both non-profit and for-profit.

FEES PER EVENT

Monday – Thursday (6:00–9:00 AM or Closing Time to Midnight)	One Room	\$400
	Two Rooms	\$600
	Three Rooms	\$800
Friday (6:00–9:00 AM or 6:00 PM to Midnight)	One Room	\$600
	Two Rooms	\$800
	Three Rooms	\$1000
Saturday and Sunday* (7:00 AM to Midnight)	One Room	\$1000
	Two Rooms	\$1400
	Three Rooms	\$1800

*Central Library is open Sundays from September to May from 1:00-5:00 PM.

SERVICES AND FEES

MONDAY – FRIDAY: OUTSIDE OF REGULAR LIBRARY HOURS	
Room Setup	\$30 per room
Light Refreshments Served	\$30 per room
Catered Food Served	\$50 per room
Projection Unit	\$20 per room
Security Fee	\$25 per hour
Wireless Microphone	\$10 per event
Stage (All rooms must be booked.)	\$150 per event
Podium and Microphone	Free

Saturday – Sunday- Outside of Regular Library Hours

Room Setup	\$50 per room
Light Refreshments Served	\$50 per room
Catered Food Served	\$100 per room
Projection Unit	\$50 per room
Security Fee	\$25 per hour
Wireless Microphone	\$10 per event
Stage (All rooms must be booked.)	\$150 per event
Podium and Microphone	Free

Conference Rooms

REGULAR LIBRARY HOURS

Conference rooms can be used for meetings of up to ten people. The following fees apply to all groups (For-Profit and Non-Profit) during regular library hours:

First Floor or Second Floor Conference Room	\$10 per hour
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Meeting Room at Central Library.



Conference Room at Franklin Avenue Library.

Branch Meeting Spaces

Meeting Rooms

The library has meeting room spaces available at the five branch libraries. The following fees apply during all hours that the libraries are normally open:

FEES PER HOUR*

For-Profit Organizations	\$20
Non-Profit Organizations	No Charge

Conference Rooms

Three branch libraries also offer conference rooms: East Side Library, Forest Avenue Library, and Franklin Avenue Library. These rooms are available at the following rates when the library is open to the public.

FEES PER HOUR*

For-Profit Organizations	\$10
Non-Profit Organizations	No Charge

*A maintenance fee of \$20 per event is also required if food or beverages are served. This applies to all groups (For-Profit and Non-Profit).

RENTAL GUIDELINES

- Check the online application for spaces available at each location at www.dmpl.org/meeting-rooms.
- Rooms are not available for private parties.
- Users are responsible for their own room setup and returning room to the basic setup configuration.
- Space cannot be booked more than two months in advance to allow for library program scheduling.
- Podium, screen, and microphone are available for use at no charge.
- Rental fee includes time for set up and take down.
- Library staff is not responsible for troubleshooting AV equipment.
- Users must supply their own computer, projectors, computer cords, and other AV equipment.