



# MEETING ROOM APPLICATION

Apply at the Central Library Administrative Office, fax 515.237.1654,  
or e-mail application to [dfalbright@dmpl.org](mailto:dfalbright@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, attach a letter of exemption to this application.**

The library has my form on file

Is this meeting open to the public?  yes  no

Purpose of meeting: \_\_\_\_\_ Number attending: \_\_\_\_\_

Application made by: \_\_\_\_\_ Office or relationship to organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

- All catering must be handled by one of the library's contracted caterers  
Do you plan to cater your event?  yes  no *(a \$25 maintenance fee applies per room for all catered events)*  
Please Circle which approved caterer you'll be using:

**BARATTA'S • EMBASSY CLUB  
GATEWAY MARKET • IN THE BAG • PALMERS**

- Room arrangement (\$25, \$50, or \$75 for 1, 2, or 3 meeting rooms):  
 Theater style-**NO CHARGE**       Amphitheater       Banquet/Reception (round tables)  
 Classroom/Seminar (rows of rectangular tables)       Custom (Please specify preference below)

- Do you want darkening shades drawn over the windows?  yes  no

◦ NOTES: \_\_\_\_\_  
\_\_\_\_\_

- I do not require any a/v equipment
- Podium (with microphone)       Stage \$100       Wireless lapel mic \$10
- Digital projector and screen \$20       Wireless handheld mic \$10       Television \$10

◦ **Library equipment may be used only during regular library hours. You are responsible to become familiar with the control panel in order to operate the equipment needed. The library will not operate the equipment during the event.**

- Please initial: All events must end by 11:00 PM weeknights, 12:00 AM weekends with no exceptions.
- Please initial: I hereby acknowledge that I have read and agree to follow the guidelines as listed in the *Central Library Facilities and Meeting Room User Information.*
- 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: