



DES MOINES  
PUBLIC LIBRARY

# **PUBLIC USER ROOM INFORMATION AND POLICIES**

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## **OVERVIEW**

The Des Moines Public Library offers meeting rooms with various amenities at each of our six locations.

Rooms may be reserved by individuals or organizations for public or private use in accordance with the **Library Board of Trustees Meeting Room Policies**.

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. These rooms are available outside regular library hours. Within the library there are two conference rooms which accommodate ten people and may be reserved during library hours. Rooms at Central Library may be reserved up to two years in advance and requests should be submitted at least five business days in advance.

A computer lab with sixteen desktop computers is available at the Central Library for rental by the public during regular library hours. Rooms may be reserved up to eight weeks in advance. A projector is available as well, but users must provide their own laptop to connect to the unit.

At each of the branch libraries located through Des Moines we have meeting spaces available for use during regular library hours. Two locations have small conference rooms available as well. Rooms may be booked up to eight weeks in advance and requests should be submitted at least five business days in advance.

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.

The library reserves the right to review each prospective use and determine whether 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 **Des Moines Public Library Customer Behavior Policy**. All activities and programs conducted in the library buildings are subject to the library's general rules and regulations.

## **Approved Room Usage**

### **Nonprofit Organizations**

Any organization seeking nonprofit rates must qualify as a 501(c)3 or similar tax-exempt organization per the **Internal Revenue Service 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.

### **Political Organizations**

- Any organization engaging in political lobbying activities does not qualify as a 501(c)3 organization and will be charged at the for-profit/private rate. (IRS Exemption Requirements)
- Political activity must be reserved to the meeting room space. No signage will be allowed outside the meeting rooms.
- Organizations must share if the candidate will be at the library to allow proper staffing and security.

### **Personal private parties**

Personal private parties such as birthday parties and baby showers may only be held at the Central Library.

### **Fundraising and Sales**

No fundraising (donations, sales, or promoting for future sales) may be done at the library. No admission or fees may be charged.

# HOURS AND LOCATIONS

BRANCH LOCATIONS AND HOURS	Monday - Thursday	Friday	Saturday	Sunday
Central Library* – 1000 Grand Ave. 50309	9a - 8p	9a - 6p	10a - 5p	1p-5p
Franklin Avenue – 5000 Franklin Ave. 50310	10a - 8p	10a - 6p	10a - 5p	1p-5p
East Side – 2559 Hubbell Ave. 50317	10a - 8p	10a - 6p	10a - 5p	CLOSED
Forest Avenue – 1326 Forest Ave. 50314				
North Side – 3516 Fifth Ave. 50313				
South Side – 1111 Porter Ave. 50315				

**\*Extended meeting room hours at Central:** Rooms may be reserved from 7:00 am until 11:00 pm Sunday through Thursday and until midnight Friday and Saturday with additional rental and security fees.

The Des Moines Public Library is closed and the meeting rooms are not available on most federal holidays including: New Year's Day, Martin Luther King Jr. Day, Memorial Day (Friday – Sunday), Easter, 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.

## RENTAL FEES

- FEE LEVEL I:** Nonprofit rate for 501(c)3/tax exempt charitable organizations holding meetings during regular library hours. Meetings must be open to the public.
- FEE LEVEL II:** For-profit organization, private party rate, or nonprofit closed meeting rate.
- FEE LEVEL III:** Any meeting held outside regular library hours, regardless of organization status.
- Digital Projector:** Fee for use of built-in projection unit
- Maintenance fee:** Cleaning fee charged when food will be brought in.

### Branch Locations

	Fee Level I	Fee Level II	Fee Level III*	Projector	Maintenance fee
Meeting Rooms	\$0	\$20/hr	N/A	\$20	\$20
Conference Room	\$0	\$10/hr	N/A	N/A	\$20

\*Branch locations may not be reserved outside regular library hours.

### Central Library

		Fee Level I	Fee Level II	Fee Level III*	Projector	Maintenance fee
Meeting Rooms	1 room	\$25/hr	\$75/hr	\$150/hr**	\$20	\$30
	2 rooms	\$40/hr	\$100/hr	\$200/hr**	\$40	\$60
	3 rooms	\$50/hr	\$125/hr	\$250/hr**	\$60	\$90
Conference Room		\$0	\$10/hr	N/A	N/A	\$20
Computer Lab	16 computers	\$0	\$10/hr	N/A	\$20	N/A

\*Weekdays: 7am until 9am or closing until 11:00 pm (midnight on Fridays).

Saturdays: 7:00 am to 10:00am and 5:00 pm to midnight.

Sundays: 7:00 am to 1:00 pm and 5:00 pm to 11:00 pm.

\*\* Additional \$25 per hour Security Fee required as well. A room setup fee is charged if setup is required outside regular hours.

# ROOM CAPACITIES and AMENITIES

## Branch Locations

Room capacities are based on the maximum number of people when only chairs are in use in theater-style setup. Capacity is reduced when tables are in use. All groups must meet fire code occupancy limitations.

	Meeting Room Capacity	Amenities			Conference Room Capacity
		Projector	Microphone	White board	
East Side	100	X	X	X	
Forest Avenue	100	X	X	X	10
Franklin Avenue	120	X	X	X	10
North Side	50	X	X	X	
South Side	70	X	X		

## Central Library

All three rooms at the Central Library have digital projection units, lecterns, and microphones available for use.

Room capacity is determined by which rooms are in use and the room arrangement\*. 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.

	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
Conference rooms	1 table with 10 chairs.						
Computer Lab	3 rows of computer desks/16 total computers   Conference table with 10 chairs.						

\*The use of the stage or additional tables or may reduce the available seating by 8-20 per room. Stage may only be used when all three rooms are reserved.

## **RESERVING ROOMS AND PAYMENTS**

Room users may check room availability and submit reservation requests online at <https://www.dmpl.org/explore/featured-services/meeting-rooms>. Rooms reservations must be made at least five business days in advance. Reservations at the branch locations may only be made up to eight weeks in advance to allow scheduling of library programs. The Central Library Meeting Rooms may be reserved up to two years in advance, except the Computer Lab which is limited to eight weeks.

Rental fees include time for set up and take down. Users will not be admitted before or after their scheduled reservation time.

Requests are processed in the order they are submitted. The Des Moines Public Library does not guarantee any room requests until they have been approved by the Administration Office.

After submitting a request, users will be notified by email notification if their request has been approved or is approved pending payment. If payment is required a detailed invoice will come by a second email. Payment may be made through the Administration Office. Credit card payments may be made over the phone (515-283-4152 ext. 4) or by fax (515-237-1654). Check payments may be mailed to Des Moines Public Library, 1000 Grand Avenue, Des Moines, IA 50309. Please make checks payable to the **Des Moines Public Library** and include the invoice number on the memo line.

Please note: Payment of fees is due no later than five business days prior to the event or 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 USER GUIDELINES**

### **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.

Materials may not be affixed to any surface, including walls, windows, columns, floors, furniture, or fixtures without approval by the library staff. Only low-residue tape (e.g. painter's tape, gaffer's tape) may be used. Sticky notes may be used as well. Masking tape, duct tape, and transparent tape (i.e. Scotch) may not be used.

### **Room Arrangement**

**Branches** At the branch locations room users are responsible for all room setup and returning the room to the original state.

**Central Library** At the Central Library, because of where the furniture is stored, room setup must be done by library staff. Please choose from a designated setup and add details under the Room Setup Notes section of the application. 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. Due to library programming room choice may be changed.

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.

## AV Equipment

Each location has handheld or stationary microphone(s) available in the meeting rooms if requested.

All locations have built-in digital projection units in the meeting rooms available for rent. There is a \$20 per event rental fee. The library cannot provide any computers, tablets, or other AV equipment. Groups may bring in equipment if the library options do not meet their needs.

A standard VGA or HDMI cable will be provided to connect to the projection unit, but adapters for Apple products or any other 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.

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.

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.

## Food and Catering

Food may be brought into any meeting or conference room (except Conference Room 2 and the Computer Lab at the Central Library) provided the maintenance fee is paid. Food may be brought in by the user or provided by a caterer. There are four pre-approved caterers, or you may check with the Administration Office if you would like to use a different caterer. All caterers must be contacted and paid separately. The library does not provide table service or linens.

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.

No kitchens are available for public use at any locations. The library will not provide refrigerators, microwaves, or any other appliances for use. Forest Avenue, Franklin Avenue, and North Side have sinks in their meeting rooms.

No alcohol may be served at the branch locations. Alcohol may be served at Central Library only outside regular library hours and must also include food service. Alcohol service 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.

## Pre-approved Caterers

**Baratta's** | <http://www.barattas.com/catering> | Lora or Nick | 515-281-3294 | [barattas.cafe@iowa.gov](mailto:barattas.cafe@iowa.gov)

**In the Bag** | [www.inthebag-lunches.com](http://www.inthebag-lunches.com) | Luke Essing | 515-222-9338 | [lessing@inthebag-lunches.com](mailto:lessing@inthebag-lunches.com)

**Gateway Market** | [www.gatewaymarket.com/catering](http://www.gatewaymarket.com/catering) | 515-422-5108 | [catering@gatewaymarket.com](mailto:catering@gatewaymarket.com)

**Palmer's Deli** | [www.palmersdeliandmarket.com](http://www.palmersdeliandmarket.com) | 515-274-4004 | [ingersoll@palmersdeliandmarket.com](mailto:ingersoll@palmersdeliandmarket.com)

## Entertainment and Music

**Branches** Because the meeting spaces are located in the main area of the library all noise must be kept at a reasonable level.

**Central Library** 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.

## Locations and Parking

**Branches** Please visit <https://www.dmpl.org/locations-hours> for information about library locations and hours. Parking is free at each of our branch locations. Some locations have large shared lots with other public facilities so parking availability can

**Central Library** The parking area under the library is intended for library patrons and attendees of library sponsored events during library hours. Vehicles may not exceed the two-hour time limit for any reason. Groups with more than ten cars should not use 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 business day.

A City of Des Moines Parking Ramp is located at 9<sup>th</sup> and Locust Street. The rate is \$1/hour with a \$10 daily maximum. (Special rates may apply for event pricing.) <http://www.parkdowntowndesmoines.org>

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

## Other policies

### **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.

### **Tours/Library Education**

Groups may request library tours or group education by calling 515-283-4152 ext. 3. Requests should be made at least (30) days in advance of the event to allow for appropriate staffing.

### **Advertising your event**

The library may not be listed as a sponsor of any event unless previously agreed to by the library director or his/her designee. No group may list the library's mailing address as its address.

The library's contact information, aside from location, may not be listed for your event.

The library requests that all printed materials, press releases, posters, and other information include a contact number for your group.

The library does not publish any reservation on the public calendar. You may ask the library to post fliers on community bulletin boards for events if they fall under our posting guidelines.