



DES MOINES PUBLIC LIBRARY

APPLICATION FOR USE OF MEETING ROOMS

East Side Library Forest Avenue Library Franklin Avenue Library North Side Library South Side Library

Date of Application: _____

Date of meeting: _____

Beginning time: _____ Closing time: _____

Name of organization: _____

Purpose of meeting: _____

Application made by: _____

Office or relationship to organization: _____

Address: _____ Telephone No: _____

Special Requirements: Cell Phone No.: _____

Maximum number of chairs: _____ Projection screen: _____

Speaker's stand: _____ Networked Projector: _____

Number of tables (size): _____ Stage: _____

Internet connection: _____ Other equipment: _____

If you have questions about how to operate the audiovisual system, arrive early and ask at the library security desk.

Room arrangement: _____

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.

Application approved: _____

Application denied: _____

I have read and agree to abide by the above:

Applicant

Please initial: All events must end by library closing.

Please initial: I hereby acknowledge that I have read and agree to follow the Policies and Procedures of the Des Moines Public Library.

_____ Client's Signature _____ Date

_____ Caterer's Signature _____ Date

USE OF MEETING ROOMS

Approved by the Library Board of Trustees
November 18, 2003

1. Any person, group or organization may make application for permission to use a library meeting room, under the conditions herein provided. Library programs and library related meetings and events take first priority over non-library bookings in the scheduling of meeting rooms.
2. Meeting rooms are available for meetings or programs which are educational in nature or in the public interest, and which are appropriate to the facilities. The library will consider requests from any person, group or organization to sponsor meetings or other activities in the public interest, as determined by the library director.
3. The library director may authorize the use of library meeting rooms for library fundraising activities or for the sale of books, goods, merchandise or services only when the library will share in the profit of such sales. Otherwise, meeting rooms are not to be used for the direct sale of merchandise, goods or services for profit, or for the promotion of any commercial or profit-making venture. Meeting rooms are not to be used for fundraising for the benefit of private individuals or for private support of organizations.
4. Fees for any use of library meeting rooms shall be established by the Library Director, subject to the approval of the Board of Trustees.
5. Meeting rooms are available for single meetings or programs, but are not intended for use as a regular meeting place of a group or organization or for multiple day exhibitions or displays.
6. All meetings shall be open to the public and shall not be limited to the membership of the group or organization sponsoring the meeting.
7. Permission given to a person, group or organization for use of a library meeting room does not imply that the Des Moines Public Library supports the views espoused by that person, group or organization or constitute an endorsement of that person, group or organization. Any advertisement of a meeting being held in a library meeting room must clearly identify the person, group or organization sponsoring the meeting, and must include a disclaimer to the effect that use of a library meeting room does not imply that the Des Moines Public Library supports the views espoused by the person, group or organization sponsoring the meeting, nor does it constitute an endorsement of that person, group or organization by the Des Moines Public Library.
8. Reservations for use of the meeting rooms may be made in person or over the telephone with the Library staff member in charge of the meeting room schedule. A completed and signed Application for Use of Library Meeting Room must be on file at the library prior to the meeting. Meeting Room bookings may not be made more than eight weeks in advance of the date of the meeting. A late reservation may be accommodated when possible, but a completed and signed application form must be on file before the meeting can take place.
9. Meeting rooms are in heavy demand. This signed form constitutes an agreement that a meeting will take place. If a meeting must be canceled, the library expects to be notified within a reasonable time so that another meeting may be scheduled.
10. Children's groups may use the rooms provided one or more adult sponsors supervise the group and its activities.
11. Kitchen facilities are available at some locations for preparing light refreshments in connection with meetings at the branches only. Each group is responsible for leaving the rooms in orderly condition, and for the replacement of any lost or damaged equipment.
12. The library cannot care for or store any material for groups using the meeting rooms. While bringing in easels is welcomed, materials are not to be attached to walls, windows, doors, or furnishing except at the direction of authorized library staff.
13. Styrofoam cups are banned from city-owned facilities, including the libraries. No red, blue or orange colored beverages may be served in carpeted meeting rooms. Smoking is not allowed.
14. Normal operation of the library is not to be disrupted by users of the meeting rooms.
15. Failure to comply with any of the stipulations can result in immediate or future denial or permission to use library meeting rooms.