



CONFERENCE ROOM APPLICATION

Apply at the Central Library Administrative Office, fax 515.237.1654,
or e-mail application to dfalbright@dmpl.org

Date of Application: _____

Date of meeting: _____ Start Time: _____ End Time: _____

Name of organization: _____

Does this organization have 501(c)3 status? yes no If yes, attach a letter of exemption to this application.

Is this meeting open to the public? yes no How many attendees are expected? _____

Purpose of meeting: _____

Application made by: _____ Office or relationship to organization: _____

Address: _____

Telephone No: _____ Cell Phone: _____

E-mail address: _____

Other information about the Conference Rooms

- **Catering is only available in the first floor conference room and must be handled by 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

Call the library's business office at 515-283-4152 ext 4 for more information about catering.

- *Conference Rooms are available only during library hours.*

Monday: 9:00 AM – 8:00 PM

Tuesday: 9:00 AM – 8:00 PM

Wednesday: 9:00 AM – 8:00 PM

Thursday: 9:00 AM – 6:00 PM

Friday: 9:00 AM – 6:00 PM

Saturday: 9:00 AM – 5:00 PM

Sunday: 1:00 PM – 5:00 PM (Sept-May)

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.

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

Please initial: **I have read and agree to abide by the above.**

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: