



DART Central Station Meeting Room Application

Apply at the DART Central Station Administrative Office
620 Cherry Street, Des Moines, IA 50309,

Application Date: _____

Office 515-283-5027, Fax 515.283-8135,
E-mail - hkapler@ridedart.com

Date of Meeting: _____ Start Time: _____ End Time: _____

Name of Organization: _____

Does this organization have tax exempt or non-profit status? _____ No _____ Yes **If yes, attach a letter of exemption to this application.**

Is the meeting open to the public? _____ No _____ Yes Number of attendees: _____

Purpose of meeting: _____

Application made by: _____ Organization: _____

Address: _____

Telephone: _____ Cell Phone: _____

Email: _____

Room Arrangement Setup: ___ Standard ___ Classroom ___ Admin Staff ___ 4 Pod ___ 6 Pod

OTHER INFORMATION:

Do you plan to have food and drink? _____ No _____ Yes *\$25 cleaning fee applies per room for all catered events*

Caterer: _____

Catering arrangements are made by the organization renting the room, not DART. All catering invoices should be billed directly to the organization, not DART.

_____ I hereby acknowledge that I have read and agree to the DART Central Station Meeting Room Policy.

Initial

Signature: _____ Date: _____

OFFICE USE ONLY:

Approved By: _____ Date: _____

Amount Due: _____ Amount Paid: _____