



# DART Central Station Meeting Room Application

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

Application Date: \_\_\_\_\_

Office 515-645-9385, Fax 515.283-8135,  
E-mail: [emcelvain@ridedart.com](mailto:emcelvain@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

Audio Visual Use: \_\_\_Overhead Projectors \_\_\_Screens/TV's \_\_\_Conference Call \_\_\_Audio

## 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: \_\_\_\_\_



## **DART Central Station Meeting Room Policy**

**Date Issued:** October 1, 2012

**Responsible Department(s):** Executive

**Revision:**

### **PURPOSE:**

In keeping with DART's mission and core values, DART provides a meeting room located within the DART Central Station for use by non-profit community organizations at no charge and by individuals and for-profit groups for a fee. DART does not discriminate in making its meeting rooms available for use on the basis of race, color, national origin, religion, gender, military status, age, sexual orientation, or physical limitation.

Use of the DART Transit Station meeting room or facilities by any group in no way constitutes endorsement and/or sponsorship by the DART staff or Commission of the viewpoints, policies or beliefs of the group by DART.

The use of a meeting room or facilities by a non-DART group shall not be publicized in such a way as to imply DART sponsorship of the group's activities unless the activity is being co-sponsored by DART. Rooms may not be booked by for-profit groups to hold open public workshops or seminars with a business presenter, even if the program is educational in nature.

### **ELIGIBILITY:**

Local non-profit groups, units of government and appointed or elected government officials may use meeting rooms or facilities in DART Central Station without charge during hours DART Central Station is open if room is available. Any DART designated use will preempt any outside use.

The meeting room will not be available for rental outside the daily business hours (8:00 am to 6:00 pm) of the DART Central Station for free. Any rental outside of regular business hours will be charged the for-profit rates. At the discretion of the General Manager this fee could be reduced if the purpose is to conduct a public meeting by one of DART's partner organizations.

In cases where a non-profit designation is not readily apparent, proof of tax-exempt status may be required to establish eligibility for fee waiver. In that case, the group must qualify as a tax-exempt organization and must submit a copy of a current letter of exemption to DART.

For-profit businesses and individuals may use DART Central Station meeting rooms for a fee. (Please refer to the Fees for DART Central Station Meeting Room Use section of this policy.)

### **MEETING/EVENT HOURS:**

Meeting or event participants using DART Central Station meeting rooms must vacate them promptly at the end of the reserved time. DART Central Station facilities are not available on days when the DART Central Station is closed unless prior arrangements are made.



**PUBLICITY:**

All publicity about the meeting or event must clearly state that the DART Central Station is merely the site of the meeting or event and not its sponsor.

**RESPONSIBILITIES:**

All meetings and events held in the Transit Station must be conducted in an orderly manner and in full compliance with applicable laws, regulations, and DART rules (see DART Rules of Conduct). Failure to comply may result in the meeting or event participants being asked to leave DART Central Station immediately and in the group being prohibited from using DART facilities in the future. DART Central Station staff and security personnel reserve the right to remove any person from DART property for failing to follow patron behavior guidelines or other DART Central Station policies and procedures.

Meeting room or facilities use may be denied to anyone giving false information or failing to comply with this policy. Repeated cancellations may result in future requests being denied.

Any group using Transit Station meeting rooms or facilities must pay for any and all damage to Transit Station property resulting from the group's use. This includes but is not limited to walls, floors, grounds, equipment, and furniture. Damage to DART property may result in the group being prohibited from using Transit Station facilities in the future.

DART is not responsible for loss of or damage to non-DART property before, during, or after the meeting or event. DART cannot supervise exhibits or group displays.

If the organization engages a speaker, the organization is responsible for all arrangements regarding the speaker.

Gambling, bingo, casinos, or wagering of any kind is prohibited.

All normal DART rules and regulations apply to all people using or visiting DART Central Station.

**RESERVATIONS:**

Reservations for the meeting room involving DART-sponsored activities receive the first priority. These activities include but are not limited to; trustee meetings; staff meetings; and other events sponsored by the DART that encourage use of DART materials and services. All others have second priority on all dates.

All reservations are PENDING, until approved via e-mail by DART. DART reserves the right to re-assign meeting room use based on projected attendance and requirements. Persons applying for rooms must be 18 years of age or older. DART reserves the right to ask for verification of age.

Reservations for meeting rooms in DART Central Station may be made up to three months in advance and at least 2 weeks prior to the event. Please allow for set-up and clean-up time when making a reservation. To reserve the meeting room, please speak with administrative personnel at the 620 Cherry Street Facility.



In reserving a Transit Station meeting room, a group assumes the risk that the DART may need to preempt the space for its own purposes.

Permission to use a meeting room is not transferable.

**DART CENTRAL STATION MEETING ROOM USE:**

***Limits on Use***

No sales or soliciting is allowed. Meetings planned by a company or individual to promote, advertise, or lead to a sale of a product or service are not permitted.

No fees can be charged to and no contributions solicited from those attending meetings, programs or events in the meeting rooms. When rooms are provided to a non-profit group, meetings must be free and open to the public.

DART reserves the right to cancel the use of the meeting room or cancel any reservation at any time if the meeting room is needed for DART use, maintenance or due to a situation warranting an emergency closing of the DART Central Station. All fees will be refunded.

All activities conducted in the Transit Station are subject to the policies of DART.

The meeting rooms are accessible to people with disabilities in accordance with the Americans with Disabilities Act.

Each group is responsible for the set-up of the room.

Animals (with the exception of service animals) may not be brought onto the DART Central Station premises or grounds.

Use of the meeting rooms shall not cause a disturbance to the operation of the DART Central Station.

Groups using a meeting room shall not use excessive bandwidth that affects the operation of the Transit Station's computer system.

***Supervision***

Minors using a meeting room must be under the direct supervision of a responsible adult.

DART reserves the right to limit the maximum number of times any one group may reserve the use of Transit Station meeting facilities is twelve times per year. Additional bookings are subject to the same fees charged to individuals and for-profit groups.

***Decorations***

Decorations which do not damage the walls, ceiling, or furniture are permitted. No scotch tape or masking tape may be used to hang items.



Wall decorations are limited to a tackable surface, if available, or can be hung by the use of putty tack.

Helium balloons, candles, or open flames are not permitted.

All decorations must be removed when the event is over.

***Food and Beverages***

Food and non-alcoholic beverages are permitted in DART Central Station meeting room.

Groups working with a caterer should ask the caterer to contact DART prior to the event.

DART will consider requests to allow alcohol only at DART Central Station meetings and events that occur after regular business hours or deemed to be appropriate by DART. Only beer and wine alcoholic drinks will be permitted. "Hard Liquor" or mixed drinks cannot be served. Cash bars, the sale of drink tickets, and self-service bars are strictly prohibited. DART does not permit "BYOB" (bring your own beverage) functions. An organization that wants to provide alcoholic beverages at an event must select from a list of bartender service providers approved by the DART. According to the Iowa Department of Commerce, Alcoholic Beverages Division, "no liquor permit is required if an organization intends to provide beer, wine, or spirituous liquor at a private function where access is restricted to invited guests only, such as a reception, for which no admission fee is charged or any alcoholic beverages sold."

Non-profit organizations requesting to serve alcoholic beverages at an event other than the above, such as a fund-raising event, must apply for a Temporary Permit from the DLC at least 45 days prior to the date of the event. The original Temporary Permit must be supplied to the DART at least 14 days in advance of the event. The DLC only provides temporary permits to non-profit organizations and verification of that status is required as part of the application process. The DLC provides several types of temporary permits. Organizations requesting to hold such an event are responsible for obtaining and paying for the proper permit from the DLC prior to the event. More information and application forms can be found at the DLC's website at [www.iowaabd.com](http://www.iowaabd.com).

Any organization approved by DART to serve alcohol at an event is required to have a Des Moines police officer present during the hours alcohol is being served. DART will make arrangements for this security, and the additional cost must be paid by the organization.

***Clean-Up***

Clean-up of the room is required. Groups or individuals using a meeting room are responsible for picking up all trash in the room. Damage, stains or spills needing clean-up should be reported to staff immediately. Failure to do so may result in additional cleaning fees.

A cleaning fee of \$25.00 will be assessed to all meetings having food and beverage services in the meeting room.

Failure to leave the room neat and clean may result in the assessment of an additional cleaning fee or loss of future meeting room privileges.



**FEES FOR DART CENTRAL STATION MEETING ROOM USE:**

DART Commission approves the fees charged to use the DART Central Station meeting room and other facilities. Fees allow DART to recover the costs associated with usage of the meeting room facilities.

The fees listed below are per hour. When DART Central Station is closed, a three hour minimum usage fee will be charged.

<b>Fee Structure</b>	<b>During Business Hours DART Central Station Hourly Rate</b>	<b>After Business Hours DART Central Station Hourly Rate</b>
Non-Profit	Free	\$200/Hour
For-Profit	\$60/Hour	\$200/Hour
Cleaning Fee (if food and beverage is served)	\$25.00	\$25.00
Additional Security Service	\$40.00	\$40.00

Appropriate security, as defined by DART, is required for all after hours events and will be provided by DART at the group’s expense.

All fees are due fourteen days prior to the meeting or event. All monies paid are refunded if the event is cancelled by the applicant ten or more calendar days prior the day of the event.

**CANCELLATIONS:**

A full refund of a fee will be credited to the account used to pay the fee, if cancellation is received by DART no later than 48 hours before the room reservation date. If the reservation is cancelled within 48 hours, no refund will be given.

Groups or individuals, who need to cancel a reservation and are not paying a fee for the room, are asked to do so as soon as possible, so others may use the room.

**IMPORTANT NOTES:**

Failure to abide by these Meeting Room Guidelines or giving false information is justification for immediate cancellation and /or the loss of future meeting room privileges.

DART is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the meeting rooms.

All groups must comply with fire and access codes that regulate use of DART. Maximum capacity regulations must be observed, adequate aisle space must be provided and doors must not be blocked.

The group/individual booking the room agrees to assume full responsibility for the group’s behavior and any damages to the facility or loss or damage to equipment that may occur as a result of the group’s use of the meeting room.