



The MLK Library's spaces are primarily used for public programming. When available, we are pleased to offer the public the opportunity to rent spaces for private events. Rental fees directly support the DC Public Library and increase our ability to serve District residents.

The DC Public Library's goal is to keep all events safe while promoting quality of life through a wide range of learning and cultural opportunities in Washington, D.C.

The Library follows all District of Columbia policies and established industry standards in event coordination. This policy includes, by reference, procedures and guidelines necessary to hold a private event at the Martin Luther King Jr. Memorial Library (MLK). The policy applies to the following event spaces:

- Auditorium
- 5th Floor Event Space
- Rooftop Terrace
- Great Hall
- Conference Center Meeting Rooms

The following Private Event Rental Policy does not apply to meeting rooms and shared spaces at the MLK Library or neighborhood libraries. These spaces are subject to the [Meeting Room and Study Room Policy](#) and [Meeting and Study Room Rules](#). Occasionally, meeting rooms at the MLK Library may also be booked for private events, and under those circumstances will be subject to the Policy outlined below.

DCPL supports the right of all customers to use the library without discrimination, intimidation, threat of harm or invasion of privacy. DCPL is dedicated to providing friendly, courteous and respectful service and an enjoyable, clean and comfortable environment for all customers. The Library does not discriminate in making its premises available for use on the basis of sex, race, creed, religion, color, culture or ethnicity, national origin, age, sexual orientation, individual lifestyle, political affiliation or physical limitation. The Library reserves the right to deny or cancel reservations that are in conflict with Library values or may disrupt the normal use of the library.

The Events Services Department is the single point of contact for all private event matters. Events Services may be reached via email at [eventrentals@dc.gov](mailto:eventrentals@dc.gov).

## **GENERAL POLICY**

**1. Purpose.** The District of Columbia Public Library maintains the use of its facility to accomplish its mission of being a vibrant center of activity for residents and visitors in the nation's capital. When not in use for Library-facilitated public programs, select spaces are made available to members of the public and organizations to rent for private use on a first-come, first-served basis. A list of rental venues and associated rental rates may be found



on the Library's website.

**2. Library Use Rules.** All guests of events held at the Martin Luther King Jr. Memorial Library must conduct themselves in an orderly manner and in full compliance with DC Public Library's [Rules of Behavior](#) and any applicable laws. Clients assume full responsibility for the conduct of any guest at their events.

**3. Non-Discrimination.** The Library does not discriminate by race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression of familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business.

**5. Non-Partisan.** The Library is nonpartisan and event spaces may not be used for political rallies or campaigns for or against a specific ballot issue or candidate. Event spaces may be rented to conduct a forum or study group on a political issue.

**6. Non-Endorsement.** Renting space at the Library in no way constitutes an endorsement of a particular group or its policies, beliefs, or programs by the DC Public Library, Board of Library Trustees, or the District of Columbia Government. The Library or City shall not be listed as an event sponsor on any printed or electronic publications, advertisements, announcements, or tickets unless a partnership agreement has been signed by a Library employee. Use of the Library's logo is not permitted unless a member of the Events team grants written approval.

**7. Non-Exclusive.** Any areas of the Library, other than the space rented by the client, may be in use by the public or other groups during any period of the contract, including the Roof Terrace. While the client has exclusive use of the rented event spaces, explicit permission must be granted by the Event department to use any other areas of the library for event activities such as coat check, event registration, etc. Clients may rent adjacent spaces, as available, to ensure that other events do not interfere with theirs.

**8. Access.** The Library, its representatives and employees shall at all times have free access to the premises at reasonable times and intervals to inspect or monitor the use of the premises.

**9. Accommodations.** In keeping with District of Columbia Government and DC Public Library policy, any client and client's guest will be provided reasonable accommodations to facilitate their access to facilities, programs and services.

**10. Nonprofit.** Clients seeking nonprofit discounts must submit a copy of a current letter of tax exemption under Section 501(c)(3) or other tax-exempt sections of the Internal Revenue Code.

**11. Fundraising and Charitable Solicitations.** Clients are allowed to host fundraising events under the District's charitable solicitation guidelines DC ST § 44-1701. Donations may be directly or indirectly requested for any charitable purpose including philanthropic, social



service, patriotic, welfare, benevolent, or educational. The soliciting entity must have current registrations for this activity, including the District of Columbia's basic business license and valid certificate of registration authorizing charitable solicitations.

**12. Prohibited Activities.** DCPL's rules of use endeavor to protect the rights and safety of all library customers and staff members, and protect the library's materials, facilities and property. DCPL reserves the right to refuse any event that violates DCPL policies. The following activities are prohibited on DCPL property: campaign events and activities; possession or use of illegal substances; possession or use of explosives, firecrackers, or firearms; weapons of any type. Gambling of any kind is not permitted, including any gaming, bingo, casinos, raffles, auctions, or wagering of any kind as an element of an event.

**13. Violations.** At any time, DCPL reserves the right to deny, cancel, revoke, or temporarily suspend a reservation of a client that violates District law or DCPL rules and policies; poses a risk to the health, safety or welfare of the public or library staff; or disrupts DCPL operations. Library patrons who have been barred from DCPL facilities are not allowed to reserve spaces at DCPL locations.

## Reservations

**14. Requests.** Requests can be made using the online request form, or by contacting the Events Department at [eventrentals@dc.gov](mailto:eventrentals@dc.gov). Reservation requests may be submitted up to 18 months in advance but no later than 90 days before the event date. Extenuating circumstances are considered on a case-by-case basis by the events team.

**15. Booking.** Events Services reviews requests on a first come, first served basis. Events Services will contact prospective renters to get additional details about the proposed event and schedule a preliminary site-visit. Following the site visit, the preferred date will be placed on hold for up to 10 business days. Events will prepare a cost estimate for the client based on the Library's approved fee schedule. The DC Public Library requires that all private rentals follow the current Library-approved fee schedule. Fees are non-negotiable.

**16. Contract.** In coordination with DCPL's General Counsel, Events Services will issue a contract to clients wishing to proceed. A signed contract is required for all private event rentals.

**17. Deposit.** A non-refundable deposit of 50% of the rental fee is due with the signed contract to confirm the reservation. DCPL has the right to waive or amend deposit requirements if at the moment of signing the contract there is a foreseeable or existing circumstance due to a cause that is not the fault of DCPL (i.e., inclement weather, furlough, states of emergency and/or "acts of God") that may impact the DCPL's ability to host the event.

**18. Payment.** No less than 60 days from the event, the client is invoiced for the remaining rental balance and additional fees including supplementary A/V, equipment, security, custodial,



and/or facility staff. Full payment is due no less than 30 days prior to the event. Failure to submit full payment at least 30 days prior to the event will result in the forfeiture of the deposit and immediate cancellation of the reservation. For reservations booked less than 90 days out, full payment is due upon execution of the contract.

**19. Additional Fees.** After the event, the client may be invoiced for non-routine cleanup, damages, and time overages that occurred during the event.

**20. Forms of Payment.** Credit card, check, and ACH transfers are acceptable payment forms. Checks are made payable to the District of Columbia Treasury and sent to the attention of the Events Department, DC Public Library 901 G Street NW, Washington DC 20001.

**21. Cancellation or Amendment of Reservations.** All requests to cancel or reschedule must be made in writing to Events Services. The date of cancellation confirmation is when the Events Services team receives written notification of the request.

Deposits are non-refundable, but the Library will work with clients to the best of its ability to reschedule events up until 90 days before the date of the event. If that is not possible, or if the cancellation is between 31 and 90 days before the event, the client will forfeit their deposit. For cancellations 30 days or less before the event, the client will forfeit the full cost.

DCPL reserves the right to cancel or amend a reservation if necessary due to a cause that is not the fault of DCPL (i.e., inclement weather, furlough, states of emergency and/or “acts of God”), the client may reschedule his/her event by negotiating with the Library for a mutually agreeable time, with preference being given to the Library. If the event is not able to be rescheduled, the client will receive a full refund of any payments made to date. ***DCPL may also cancel a reservation for changes in applicable law or policy affecting the services described herein.***

## **Rental Policies**

**1. Event Hours.** Rental fees are for periods not to exceed six (6) hours, including event set-up/breakdown. An hourly surcharge is added for each hour or fraction thereof in excess of six (6) hours.

**2. Reservation Times.** Spaces are available between the hours of 6:30 AM and 1:00 AM. All events must end by 11 PM. Load-in, set-up and break-down must be completed and all non-Library personnel must vacate the building by the end of the contracted time. The Library reserves the right to charge penalty fees on events that exceed the contracted time.

**3. Holidays.** Reservations on a holiday observed by the District government are subject to higher fees for staffing required for the event. Events are not allowed on Christmas Day, the District’s observed Christmas Day holiday, Thanksgiving Day and New Years Day.



**4. Provision of Staff and Equipment.** The Library agrees to provide the following for events as needed: Event Coordinator on-site throughout the rental period; safety officers (see Section 25); limited numbers of tables and chairs, and the use of the catering kitchen for catered events only; an A/V technician to operate the Library's technical equipment (generally basic speakers, projectors, screens, and microphones) though the Library does not warrant the use or performance of any of its equipment. The Library reserves the right, at the client's expense and upon notification in writing to the client, to require additional personnel for services, which may include but are not limited to, additional safety officers, electricians, building engineer, custodial, or other personnel as required to meet event needs.

**5. Loading Dock and Service Elevator.** Clients and vendors must use the freight elevator for load-in and load-out; use of the passenger elevators is strictly prohibited for this purpose. Library staff will provide padding to protect the freight elevator. Limited types and quantities of carts and dollies may be available for use, but are not guaranteed. Vendors and clients should be prepared to provide their own carts and dollies. Vendors and clients using the loading dock, freight elevator, or carts/dollies must hold the appropriate insurance, as outlined in the Event Services Contract.

**6. Scheduling Load-In/Load-Out.** Access to the loading dock and freight elevator is limited and must be scheduled with the Event Services team no later than fourteen (14) days in advance of the event. At that time, the client must provide the Event Services team with the dates, times, and names of individuals/vendors that will need access to the loading dock, freight elevator, and carts/dollies (if available). Load-in and load-out are the sole responsibility of the client and their vendors. Library employees are not available to help load-in and load-out for events. Public entrances and public elevators may not be used to deliver any equipment or other items for events. All staff working events using the service entrance must have proper identification (Driver's License, State ID, etc.) for building access.

**7. Storage.** Items cannot be stored in the Library facility before or after the contracted reservation time. Items left in the Library will be discarded.

**8. Setup/Breakdown.** The Library's Facilities staff handles the setup, moving, and breakdown of Library furniture. No one other than a Library employee may move furniture from other areas of the Library for events. Two Facilities members are included in the rental fee. The Library may determine facility needs on an individual basis and additional fees may be warranted based on the event's size and scope.

**9. Event Layout.** The client may choose the layout for their event. All selections must be submitted in writing to the Event Coordinator no less than fourteen (14) days prior to the event to ensure that the District's building, fire, and electrical codes are met. Event Services will approve event layouts.

All building and fire codes must be observed. Emergency egress cannot be blocked. The



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Library reserves the right to make adjustments as it deems fit to meet the Library's and the District of Columbia's code regulations. The Library will determine the location of all required fire lines/exit paths for the event and will revise the event setup, if necessary, to comply with fire codes, with or without the client's approval.

**10. Furnishings.** Limited types and quantities of furniture are included in the event rental fee. The client must inform Event Services of the need for Library furniture at least 30 days in advance of the event. Clients may rent additional furnishings through an outside vendor. Load-in and setup of non-Library furniture is the responsibility of the vendor and the client. The client is responsible for removing all rented furnishings from the premises by the end of the contracted reservation time. Furnishings left on the premises after the contracted time will result in a fine.

**11. Damages and Non-Routine Cleaning.** Within 72 hours after an event, the client and Event Coordinator will conduct a post-event walk-through of the venue to identify any damage incurred during the course of the event. The client is responsible for the cost to repair any damage to the Library's property that occurred during the event, other than normal wear and tear. Fees for damage and non-routine cleaning will be evaluated and assessed after the event. These fees will be included in a final invoice.

**12. Audiovisual Equipment.** Additional A/V needs must be coordinated with DCPL's preferred vendor (if applicable). Limited types and quantities of audiovisual (A/V) equipment are made available to clients and included in the basic rental rate, and additional services or equipment will be billed to the client.

**13. Sound.** Sound and music checks when the Library is open to the public should be scheduled with permission of the Event Coordinator.

**14. Cleaning.** Custodial staff will provide routine cleaning of the space before and after the event, with costs included in rental fees. This includes cleaning floors, removing trash and recycling from receptacles, and cleaning and restocking restrooms. Clients will be charged for any non-routine cleaning that occurs following their event. Non-routine cleaning is defined as any cleaning of walls, floors and other surfaces that cannot be effectively accomplished by broom sweeping, vacuuming or use of a mop or wiping cloth with a typical commercial cleanser. Removal of items left behind in the event space is also considered non-routine cleaning.

**15. Trash and Recycling.** Trash and recycling receptacles are available throughout the library. Clients are highly encouraged to recycle and limit waste at events. See [the District Government's Zero Waste Event Resource](#) guidelines.

**16. Utilities.** The Library has standard 120V/20A circuits available. The Library has standard water supply at water fountains, sinks and utility sinks. Any other water needs must be discussed and planned with Event Services at least 30 days prior to the event.



**17. Parking.** A limited number of parking spaces in the library's garage may be reserved by the client. Public parking facilities are plentiful in the downtown area. For a list of pre-approved valet vendors, please contact the Events Services team.

**18. Vendors.** All outside vendors must provide proof of insurance as outlined in the Private Event Insurance Requirements document.

**19. Insurance.** Clients and vendors providing service for the event are required to provide proof of insurance, per the specifications on the Private Event Insurance Requirement document. At minimum, Certificates of Insurance must include, but are not limited to, general liability (minimum coverage of \$1,000,000); include coverage of automobile liability (owned or hired); evidence of worker's compensation; and liquor liability coverage (usually provided by caterers).

All responsibility for liability of attendees and the Client's assigned agent and vendors at said event rests with the Client, and/or individual/s, signing the contract. The Library shall not be held responsible and non-compliance shall result in immediate cancellation of this contract and/or prohibiting vendors from entering the library premises. Insurance documents are due to Events Services no less than 30 days prior to the event.

**20. Décor and Prohibited Decorations.** Decorations must be approved by Events Services. Prohibited items and materials include:

- Helium balloons and machines producing bubbles, smoke or fog;
- Glitter, bird seed, rice, beans, confetti and similar materials;
- Staples, tape, tacks, nails, or any material that attaches or adheres to Library furniture, fixtures, structures, walls, ceilings or floors, though low-adhesive tape to mark the floor may be approved by Event Services;
- Anything that might stain or damage the floors;
- Water features, ice sculptures, or similar;
- Open flames, including but not limited to, real flame candles and sparklers. Chafing dish fuel is allowed only when handled by the caterer; and
- Animals, without prior written approval. Service animals under the ADA are allowed.

**21. Catering.** The Library has an exclusive catering relationship for all food and beverage at events scheduled at the Library. The Library does not allow catered events by restaurants, corporate in-house caterers, catering by schools, or wait staff companies. Donations of food and alcohol must be coordinated with Event Services and the exclusive caterer in advance.

In rare extenuating circumstances not met by the exclusive caterer, such as specific dietary restrictions, the Events Services team may approve use of another caterer. This caterer must be licensed by the District of Columbia and holds appropriate certifications, including proof of a catering license issued by the District of Columbia, a basic business license for the District of Columbia, a Liquor License issued by the District of Columbia, Department of Health



certification for safe food handling, and appropriate certification for serving alcohol for individuals working the event, General and Liquor Liability Insurance, General and Auto Liability Insurance, and any other information required by the Library and/or the District of Columbia for catered events. Clients are required to submit to the Library for approval all catering information before signing a contract with or submitting a deposit to the caterer. The Library assumes no responsibility and/or liability for monies forfeited by the client resulting from failure to submit necessary documentation and to obtain prior approval of the caterer from Events Services.

Outside caterers are responsible for supplying relevant equipment and must be on-site to accept any deliveries that they or the client have arranged during the contract time period. The caterer is solely responsible for the set-up and breakdown of all non-Library equipment. The responsibility for returning the catering kitchen to its original condition rests with the caterer. The Client is responsible for assuring the caterer's compliance with this policy. All equipment and linens shall be removed within the contract time period, and all cleaning must also occur within this window.

**22. Alcohol.** All alcohol must be purchased through the Library's exclusive caterer, unless a waiver for catering has been granted. The sale of drink tickets, the exchange of tickets for alcohol, self-service bars, and self-service alcohol at guest tables are all strictly prohibited. Alcohol is not allowed in non-event areas of the Library at any time. Alcohol service must end thirty (30) minutes prior to the end of the event indicated on the contract. Water and food must be provided at events where alcohol is served.

**23. Tobacco.** Library policy and D.C. Official Code §7- 1703.04(a) prohibits individuals from using tobacco at any time on the Library's premises. This includes cigarettes, cigars, chewing tobacco, snuff, pipes, electronic smoking devices and any non-FDA approved nicotine delivery devices. The Library's premises include the inside of the building, parking lot and external grounds.

**24. Drugs.** The Library is a drug-free zone in accordance with DC ST § 48-904.07a. Anyone possessing drugs with the intent to distribute within 1000 feet from the library are subject to punishment and/or fines in accordance with DC law.

**25. Security.** The labor of one uniformed DCPL special police officer is included in the rental fee. Final event layouts, schedule and number of attendees are due to Event Services 30 days prior to the event. Event Services will coordinate with DCPL's Department of Safety and Security to evaluate safety considerations and facility staffing needs for each event. Security coverage levels are dependent upon the size of the event, location, hours and perceived risk to Library patrons. Based on the Library's evaluation of security needs, the Library reserves the right, at its discretion and at advance notice to the client, to require additional security at the client's expense. The Library reserves the right to cancel an event at any time that has become a security concern to the Library or its patrons. Clients will receive a full refund for security-related cancellations.



**26. Supervision.** Minors (people under the age of 18) must be adequately supervised during private events. For events where minors comprise the majority of attendees, a ratio of at least one (1) adult per eight (8) minors must be maintained.

**27. Library Collections.** The Library collection, special collections, and artwork must not be moved, removed or disturbed in any way. The Library collection is off limits when the Library is closed to the public during events.

**28. Roof Terrace.** The terrace is available for private event usage only after 6:00 PM and at times when the Library is not open to the public. Furniture is available in the Roof Garden. Requests to move or remove the Library's furniture may result in additional facility fees. Items or decorations must not hang over the edge of the roof deck railing. Throwing anything off the roof is prohibited. Planter boxes are off-limits. Any damage to the garden during an event will be assessed in damage fees.

Ambient sound is permitted on the roof terrace until 9:00 PM. Ambient sound is regarded as background music or an acoustic guitar.

**29. Commercial Photography and Filming.** Photography and/or filming is allowed on the premises during the time period and in the areas of the building booked by clients for their private event. Clients must provide details about the individuals/groups participating in the photography or filming, a timeline and a list of specific locations for the photography and/or filming. Detailed requests must be submitted to Event Services at least seven (7) calendar days before the event. The DC Public Library reserves the right to approve or deny any photography and/or filming requests that fall outside of the rental time period or area of the building. Any pre-event walk-through for photographers and videographers must be scheduled in advance with Events.

A signed Agreement is required for commercial photography and filming, or for photography and filming outside of the contracted time or rental space for the client's event.

DC Public Library reserves the right to request any photographs or video after the event. All photographs/video will be given the appropriate credit.