



EVENT RENTAL RATES

Rates are effective as of February 8, 2023 for all new special event rental contracts. The Rate Sheet is approved by the DC Public Library’s Board of Trustees and is therefore non-negotiable. Please review DC Public Library’s [Event Rental Policy](#) for further information.

Public events are defined as those that are free and open to the general public. D.C.-based nonprofit organizations are defined as those nonprofits headquartered in Washington, D.C., working with and for the people and communities of the District. Nonprofit organizations may be asked to provide a copy of their IRS tax status document.

Rentals are available for a half-day (time in space equal to 6 hours or less) or full day. Time in the space begins at load-in and ends at the conclusion of load-out.

5TH FLOOR EVENT SPACE

The 5th Floor Event Space is available for booking seven days a week from 7:00am-1:00am. The east side of the Rooftop Terrace is available for exclusive use in conjunction with the 5th Floor Event Space for an additional fee. Refunds for Rooftop Terrace fees will not be granted for inclement weather. Clients may be granted use of the 5th Floor Pre-Function Space by request.

	Corporate / Individual	Public Event / Nonprofit Organization / Non-D.C. Government Agency	D.C. Nonprofit
Half Day (6 hours or less)	\$5,000	\$4,000	\$3,000
Full Day (> 6 hours)	\$9,000	\$7,500	\$5,000
Rooftop Terrace (hourly rate)	\$400	\$300	\$200

GREAT HALL

This room is available to rent for private events on Friday, Saturday, and Sunday evenings. Events may begin after the Library closes to the public - please view library hours [here](#). Exceptions to these hours must be approved by the Executive Director.

	Corporate / Individual	Public Event / Nonprofit Organization / Non-D.C. Government Agency	D.C. Nonprofit
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Friday-Sunday	\$12,000	\$9,000	\$7,500
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AUDITORIUM

The Auditorium is available for events seven days a week from 7:00am-1:00am. Clients may be granted use of the 5th Floor Pre-Function Space by request. Rental fee includes one wireless handheld microphone, lectern, and basic room lighting.

	Corporate / Individual	Public Event / Nonprofit Organization / Non-D.C. Government Agency	D.C. Nonprofit
Half-Day (6 hours or less)	\$2,500	\$2,000	\$1,500
Full Day (> 6 hours)	\$3,500	\$3,000	\$2,500

CONFERENCE CENTER

Meeting rooms are available for free to customers with a valid library card. Free meeting room usage is reserved for meetings that are three (3) hours or less, and must be open to the public and free of charge. More information on free meeting room use can be found [here](#). The following hourly rates apply for private meetings of any length or public meetings longer than 3 hours.

Business hours are 9:00am-5:00pm, Monday through Friday. Meetings that start before or end after business hours will be charged the "Outside of Library Business Hours" rate.

	Corporate / Individual	Public Event / Nonprofit Organization / Non-D.C. Government Agency	D.C. Nonprofit
Mon - Fri 9:00am-5:00pm	\$100 per hour	\$75 per hour	\$50 per hour
Outside of Library Business Hours	\$125 per hour	\$100 per hour	\$75 per hour

MULTI-DAY EVENTS

The Library offers a 20% discount to D.C. Nonprofits hosting Full Day events for 2 or more consecutive days.