



RENTAL GUIDELINES: MARTIN LUTHER KING, JR. MEMORIAL LIBRARY

Updated December 2023

The Rental Guidelines below apply to the following event spaces within DC Public Library's Martin Luther King, Jr. location:

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

1. Reservation Times. Spaces are available between the hours of 7:00 AM and 1:00 AM. All events must end by 11:00 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.

2. Holidays. Reservations on a holiday observed by the District government are subject to higher fees for staffing required for the event.

3. Booking. Upon receiving a booking request, Events Services will contact prospective renters to get additional details about the proposed event. Prospective renters are encouraged to schedule a site visit prior to placing a date on hold. Holds may be released by DCPL after ten business days.

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; Public Safety officers (see Section 25); limited numbers of tables and chairs, and the use of the catering kitchen for catered events only. The Library may supply 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 Public Safety officers, Facilities staff, electricians, building engineer, 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 five (5) calendar 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, unless prior approval has been granted in writing by Events Services staff. All staff working events using the service entrance must be prepared to show 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, unless approval has been granted in writing (email acceptable) no less than 48 hours in advance by Events Services staff. Items left in the Library will be discarded. DC Public Library is not liable for loss or damage to materials stored in the Library.

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. 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 five (5) calendar 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 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 seven (7) days in advance of the event. Library furniture designated for indoor use may only be used indoors, and furniture designated for outdoor use may only be used outdoors.

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. Prior to departing the venue, the client (or client representative) 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. Limited types and quantities of audiovisual (A/V) equipment are made available to clients but are not guaranteed. Any A/V equipment supplied by DCPL will be

included in the basic rental rate. A/V staff support is not provided as a part of the rental fee. 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. Facilities 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 spaces 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.

All vendors are required to take their bulk trash (such as boxes, flower stems, packaging, large plastic food containers, etc.) with them after the event. If a client utilizes a delivery only catering option, then the client is responsible for taking the bulk trash (and/or leftover food and drink) with them after the event.

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 suggested valet vendors, please contact the Events Services team.

18. 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, paint powder, 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 including vinyl floor stickers and window clings 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. Open flames are permitted for select appliances used outside (such as heaters and certain types of commercial-grade cooking tools used by the caterer), subject to approval from Events Services; and

- Animals, without prior written approval. Service animals under the ADA are allowed.

19. 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 waitstaff companies. Donations of food and alcohol must be coordinated with Event Services and the exclusive caterer in advance.

In 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 hold 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 certifications 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 garbage, equipment, and linens shall be removed within the contract time period, and all cleaning must also occur within this window.

20. Security. 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.

21. 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.

22. 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.

23. MLK Library Rooftop Terrace. The east side of the Rooftop Terrace is available for exclusive use in conjunction with the 5th Floor Event Space for an additional fee. Clients are charged an hourly rate based on the length of the event plus 30 minutes before and after for

final setup and breakdown. Vendors are permitted to start setup or finish breakdown beyond these 30-minute increments while the Rooftop Terrace remains open to the public. Furniture is available in the Rooftop Terrace. 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.

24. 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 Event Services.

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. Clients who plan to film at the Library are strongly encouraged to review DCPL's [Photography Policy](#).

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

25. MLK Library Great Hall. Event Services limits event rentals in the Great Hall to one per weekend. Event equipment may be loaded-in to the Great Hall prior to the event day when the Library is closed to the public. Event Services will work with clients to determine the load-in schedule.

Although guest arrival may not start until after the Library closes to the public, event setup is permitted in the Great Hall during Library hours. Library hours are posted online and are subject to change.