



ELANCO Library
 11 Chestnut Drive
 New Holland, PA 17557
 Phone: 717-354-0525 Fax: 717-354-7787

ROOM RENTAL REQUEST FORM*

**Completion of this form does not guarantee room availability or event approval.*

Please print legibly

Individual Responsible _____ Today's Date _____

Name of Organization _____ 501(c)3 Status: Yes No

Address _____

Phone Number _____ Fax Number _____

Title or Description of Meeting _____

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

Estimated Attendance _____

Facilities and Equipment Fees

Please check requested room and equipment

	Non-Profit, 501(c)3	For-Profit, not 501(c)3
Activity Room	Minimum donation \$20.00	\$25.00 per hour <i>(2 hour minimum)</i>
Board Room	Minimum donation \$20.00	\$25.00 per hour <i>(2 hour minimum)</i>
Before or After Library Hours <i>(not always available)</i>	Additional \$25.00 per hour <i>(1 hour minimum)</i>	Additional \$25.00 per hour <i>(1 hour minimum)</i>
Projector	\$5.00	\$20.00
Television	\$5.00	\$20.00
Podium with Sound System	\$5.00	\$20.00
DVD or VHS Player	\$5.00	\$20.00

Dates are not confirmed until event is approved and payment is received.

Library Use:

Approved by: _____ Payment Received: Date _____ Amount _____ Cash _____ Check # _____