



ELANCO Library

Eastern Lancaster County 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 and complete both pages of this form.

Individual Responsible _____ Today's Date _____

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

Address _____

Phone Number _____ Fax Number _____

Subject, Title, or Nature of Event: _____

Requested Date of Event: _____ Start Time: _____ End Time: _____
(Include set up and tear down time)

Estimated Attendance _____ Open to Public? Yes No

I have read the meeting room policies and rules of use for the Eastern Lancaster County Library and agree to these terms.

Signature _____ Date _____

Dates are not confirmed until payment is received. Each group is required to set up tables and chairs for their meeting and the group is required to return these items to their original position. The room must be vacant at closing time.

Statement of Damage Responsibility

I agree that our organization will assume total financial responsibility for any damage incurred by our group or its guests while using the library facilities and equipment.

Signature of individual representing the group / organization.

Name *Date*

Library Use:

Payment Received: Date _____ Amount _____ Cash _____ Check # _____ Staff Initials _____



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Facilities and Equipment Available

Activity Room, located on the second floor of the building; has elevator access.

- Seating for 60 people
- Projector Screen
- Ten folding tables for various configurations

Board Room, located on the lower level of the building; has elevator access.

- Seating for up to 12 people
- White board
- One long table with chairs

Available equipment for in-house rental:

- Projector
- Podium with sound system

Facilities and Equipment Fees

Please check requested room and equipment

	Non-Profit, 501(c)(3)	All Other Groups
Activity Room	\$20.00 Minimum donation	\$25.00 per hour <i>(2 hour minimum)</i>
Board Room	\$20.00 Minimum donation	\$25.00 per hour <i>(2 hour minimum)</i>
Before or After Library Hours <i>(not always available)</i>	Additional \$50.00 per hour <i>(1 hour minimum)</i>	Additional \$50.00 per hour <i>(1 hour minimum)</i>
Projector	\$5.00	\$20.00
Podium with Sound System	\$5.00	\$20.00