

**EPHRATA PUBLIC LIBRARY**  
550 South Reading Road • Ephrata, PA 17522  
(717) 738-9291 • (717) 721-3003

**MEETING ROOM APPLICATION – COMMUNITY GROUP**

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

Business Address: \_\_\_\_\_

Individual Responsible: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Business \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Subject, title or nature of meeting: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_ Open to public? \_\_\_ Yes \_\_\_ No

Starting time \_\_\_\_\_ a.m./p.m.

Duration of meeting (duration must include both setup and teardown times):

\_\_\_ 2 hours \_\_\_ 4 hours \_\_\_ 6 hours \_\_\_ 8 hours

Room requested: \_\_\_ Multi-Purpose Room \_\_\_ Conference Room

Kitchen requested: \_\_\_ Yes \_\_\_ No

**Please submit “Facilities and Equipment list with your application.**

*STATEMENT OF DAMAGE RESPONSIBILITY:*

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

Signature of individual representing group or organization

\_\_\_\_\_ Date \_\_\_\_\_

**Payment is due before or at the time of the meeting. Groups, except those with 501(c)3 status, must send a \$15 (for Conference Room) or \$25 (for Multi-Purpose Room) nonrefundable deposit for each date requested.**

## Cost of Facilities and Equipment Rental – COMMUNITY GROUP

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

Organization: \_\_\_\_\_

| Please Check | Facilities/Equipment  | 501(c)3 Organizations | Businesses (Not 501(c)3)                                  |
|--------------|-----------------------|-----------------------|---|
|              | Multi-Purpose Room    | Donation (\$25)       | ___ up to 4 hours for \$50<br>___ up to 8 hours for \$100 |
|              | Conference Room       | Donation (\$15)       | ___ up to 4 hours for \$25<br>___ up to 8 hours for \$50  |
|              | Kitchen               | Donation (\$10)       | \$25  |
|              | Overhead Projector    | \$10                  | \$10  |
|              | Easel & Pad           | \$10                  | \$10  |
|              | Coffee Maker & Coffee | \$10                  | \$10  |
|              | Video Projector       | \$25                  | \$25  |
|              | DVD/VCR               | \$10                  | \$10  |

Total \$ \_\_\_\_\_  
 Subtract Deposit \$ \_\_\_\_\_  
 Subtotal \$ \_\_\_\_\_  
 Add Sales Tax \$ \_\_\_\_\_  
 BALANCE DUE \$ \_\_\_\_\_

Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

### Donations and Fees

Call Penny Talbert, Community Relations Coordinator at 717-738-9291 ext. 102 for complete information.

**I have read the meeting room policies and regulations for the Ephrata Public Library and agree to these terms.**

\_\_\_\_\_ **Date** \_\_\_\_\_  
 Organization Representative

#### FOR LIBRARY USE ONLY

Deposit: Date received: \_\_\_\_\_ Amount: \_\_\_\_\_ Check # \_\_\_\_\_  
 Balance Due: Date received: \_\_\_\_\_ Amount: \_\_\_\_\_ Check # \_\_\_\_\_