

Annie Halenbake Ross Library
232 West Main Street
Lock Haven, PA 17745
Phone: 570-748-3321
Fax: 570-748-1050
www.rosslibrary.org

Date: _____

Application Form for Use of Library Facilities

Name of Individual/Group: _____

Purpose of Meeting: _____

Date(s) of Meeting(s): _____ Time: _____

Approximate attendance: _____

Library area requested: _____

Equipment needed: _____

Special requirements*: _____

** Needs to be approved by the Director (ex: change in hours, question of fee schedule, etc.)*

Set up of room: _____

Contact Person: _____

Address: _____

Phone: _____

The above-named individual/group agrees to abide by the policy of the Ross Library and to accept responsibility for damage(s) incurred to the room(s) and/or its contents.

Signature of contact person

Date

Fee Schedule:

\$50.00 Rebecca F. Gross Community Room (whole room)

\$30.00 Rebecca F. Gross Community Room (half room)

Fee for use of video conference equipment to be negotiated; minimum \$115.00/hour
(see Video Conference Policy)

\$25.00 Crocker Room and Sloan Meeting Room

\$10.00 Non-profit use

For profit use – 10% of sales/proceeds to businesses/individuals selling items PLUS
room fee.