



**ANNIE HALENBAKE  
ROSS LIBRARY**  
EDUCATION • INFORMATION • INSPIRATION

## APPLICATION FOR USE OF LIBRARY FACILITIES

Name of Individual/Group \_\_\_\_\_

Purpose of Meeting/Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Time \_\_\_\_\_ (*beginning & end*)

Approximate Attendance \_\_\_\_\_

Library Area Requested:

Gross Room A	Gross Room B
Gross A & B	Sloan Room
Edythe Hoy Bossert Gallery	Patio

Special requirements (example: projector, podium, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Contact Person/Person Making Request

<b>Fee Schedule:</b>	1-2 Hours	2-4 Hours	Daily rate (4+ Hours)
Gross A OR B	\$25.00	\$50.00	\$75.00
Gross A AND B	\$50.00	\$75.00	\$100.00
Sloan/Gould* Rooms	\$15.00	\$25.00	\$40.00

For-profit use: 10% of sales/proceeds of businesses/individuals selling items PLUS room fee

\*Gould Room must be coordinated with head of youth services prior to booking.

Bossert Gallery and patio rental: please speak with staff.

Note: Please provide a sketch of the room(s) setup requirement on back of page.

Effective date: 8/11/22

Room Set-up

Stage

Gross A

Gross B

Kitchen Area

Entrance  
Exit  
Entrance  
Exit