



**East Shore Area Library**

(717) 652-9380

TDD for hearing impaired

(717) 652-2706

**Elizabethville Area Library**

(717) 362-9825

**Harrisburg Downtown Library**

(717) 234-4976

**Hummelstown Community Library**

(717) 566-0949

**Johnson Memorial Library**

(717) 692-2658

**Kline Library**

(717) 234-3934

**Madeline L. Olewine  
Memorial Library**

(717) 232-7286

**Northern Dauphin Library**

(717) 453-9315

101 Walnut Street  
Harrisburg, PA 17101



# Meeting Rooms

are available at:

East Shore Area Library  
4501 Ethel Street  
Harrisburg, PA 17109

Elizabethville Area Branch Library  
80 North Market Street  
Elizabethville, PA 17023

Kline Library  
530 South 29th Street  
Harrisburg, PA 17104

Madeline L. Olewine Memorial Library  
*H. B. & Grace Alexander Community Room*  
2410 North Third St.  
Harrisburg, PA 17110

Northern Dauphin Branch Library  
*John P. Nestor Community Room*  
683 Main Street  
Lykens, PA 17048

## Essential Elements of Dauphin County Library System's Meeting Room Policy

- Meeting rooms are available, free of charge, for cultural and educational purposes.
- Meetings must be open to the public and held during regular library hours.
- After an application to use a meeting room has been approved, a group or individual may request the use of a room twice monthly. (A new application must be submitted each trimester.)
- Meetings may be scheduled up to four months in advance.  
(Jan/April    May/August    Sept./Dec.)
- All meeting room users must comply with the Dauphin County Library System's Meeting Room Policy which is available in each library of the Dauphin County Library System. (At the East Shore Area Library please ask the Reference Desk.)
- The individual in charge of a group meeting in a library meeting room is responsible for checking in with a library staff member upon arrival to confirm the room's use and upon departure to report that all group members have left the meeting room.

### Room Capacities

East Shore	Room A	60
	Room B	45
Elizabethville		75
Madeline L. Olewine		50
Northern Dauphin		50
Kline Library		40

All Dauphin County Libraries are  
non-smoking facilities

## Application for the use of a Meeting Room Dauphin County Library System

Library Card # \_\_\_\_\_

Name of group or individual \_\_\_\_\_

Business address \_\_\_\_\_

Individual responsible: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (work) \_\_\_\_\_ (home) \_\_\_\_\_

Purpose of meeting \_\_\_\_\_

Library location (for East Shore Area Library, which room desired) \_\_\_\_\_

Estimated attendance at meeting \_\_\_\_\_

\*Are kitchen facilities needed? \_\_\_\_\_

*\*none available at Kline and Elizabethville Libraries.*

Date	Hours	
_____	_____	to _____
_____	_____	to _____
_____	_____	to _____
_____	_____	to _____

### Statement of Responsibility

I/we have read the meeting room and library/facilities policy and agree to conform with its rules. I/we further affirm that our group shall assume total financial responsibility for any and all damage caused to the library by our group and/or its guests while using the facility and understand that we will be charged \$30 if cleanup by library staff is necessary after we leave. All setup and cleanup is the responsibility of each group.

Signature \_\_\_\_\_

Title or office held \_\_\_\_\_

Date of application \_\_\_\_\_