



## Programming Guidelines & Request Form

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Thank you for your interest in wanting to administer a program at the Glen Rock Public Library.

- In order for a program to be considered, a request form must be submitted.
- This form must be received at least 6 weeks prior to the suggested program date(s).
- Proposals will be reviewed in the order received.
- This form submission does not guarantee acceptance of a program.
- Library does not have to respond to each submission.

### **Glen Rock Public Library's Mission**

The Mission of the Glen Rock Public Library is to provide high quality services and resources in order to meet the educational, informational, occupational, cultural, and leisure time needs of the Glen Rock community.

### **Programming Guidelines**

All programs are approved by the Library.

This approval is based on the Library's Mission Statement, community needs and interests, space availability, the qualifications of the performer/presenter, budget, and at the discretion of the Director or Department Head.

The Library is dedicated to programs initiated by Library Staff and is part of the Library's programming schedule. **Our facility is not available to outside parties who do not follow these criteria.**

See next page for Request Form

# Program Request Form

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Contact Person:

Organization (if applicable):

Phone:

Email:

Program Title and Description:

Target Audience (age ranges):

Program Fee, if applicable:

Brief Presenter/Performer Bio:

Two Professional References with Names and Contact Information:

Anticipated Program Length:

Dates and Times of Availability:

Have you presented/performed at other libraries? If so, where?