



UPPER MORELAND FREE PUBLIC LIBRARY

knowledge & adventure beyond words

109 Park Avenue Willow Grove, PA 19090

(215) 659-0741 UpperMoreland@mclinc.org

www.uppermorelandlibrary.org

Library Sponsored Programming Application

The library partners with community members, business, non-profits, and local organizations to offer educational programming for the public in the areas of basic literacy, information literacy, civic and social literacy, health literacy, financial literacy, and cultural literacy.

Programs are scheduled in keeping with the library's quarterly programming schedule and applications must be provided to the library by the following deadlines: **January 1** (for programs April-June); **April 1** (for programs July-September); **July 1** (for programs October-December); **October 1** (for programs January-March).

If you wish to hold an event at the library without the library's sponsorship please visit our website for information on reserving the library's community room www.umfpl.org/using-the-library/community-room

Organization or Individual _____

Address _____ City/Zip _____

Select type of organization: Business Community Government Individual
 Nonprofit Other:

Primary Contact _____ E-mail Address _____

Day Phone _____ Other Phone _____

Title of Program: _____

Purpose or Subject of Meeting (*be specific, e.g. film screening, panel discussion, lecture, workshop, etc.*)

Please describe your experience or special expertise that you would bring to this program

Estimated number of attendees:

Audience: General Public Children (3-11) Youth (12-18) Older Adults Other:

Will there be any costs, charges or fees, to the library *or* to participants? **(restrictions may apply)**

YES NO If YES, explain:

What furniture and setup is needed? (be specific, e.g. lecture, conference style)

Will audiovisual equipment or technical assistance be required? **(restrictions may apply)**

YES NO If YES, explain *(be specific)*

Will there be items for sale, or other materials that will be disseminated? **(restrictions may apply)**

YES NO If YES, explain

Will there be any food items served?

YES NO If YES, describe

Can you provide references (organizations or individuals) who can recommend your program?

YES NO If NO, explain

The organization or individual applying for a library program or event agrees to abide by policies and regulations of the library with regard to such spaces, facilities, and equipment. **All programs and meetings scheduled during library hours shall conclude at least 15 minutes prior to library closing.** Doors to meeting rooms must remain unlocked during public programs allowing for public participation.

Applications will be kept on file for one year and programs may be scheduled for a different date than requested depending on the needs of the library.

I have read and understand the Upper Moreland Free Public Library Programming guidelines and regulations and agree to abide by them.

Applicant signature _____ Date _____

FOR LIBRARY USE:

Date Rec. _____ **Dept.** _____ **Staff Intl.** _____

Action: Approved Referred to Twnshp Not Approved Other _____