Wallington Public Library

Program Area Use Request Form

An application form must be submitted to the Library to schedule use of the Library’s Program Area. Applications can be submitted up to six months in advance, but no less than twenty days prior to the requested date of use. Wallington residents and organizations are given first priority.

Date of Application: ______________
Name of Organization: _______________________________________________________
Name & Title of Applicant: ____________________________________________________
Address: __________________________________________________________________
Phone: __________________________

Our group is requesting use of the program area for the purpose of:
_________________________________________________________________________
_________________________________________________________________________

Our group is requesting use of the program area on the following date(s) and time(s):
_________________________________________________________________________
_________________________________________________________________________

I have read and understand the Library’s Program & Use of Library Space Policy and agree to abide by the regulations therein. My group will observe all Library rules and regulations while utilizing the Library’s program area.

_______________________________________________
PRINT NAME

_______________________________________________
SIGNATURE DATE

LIBRARY USE ONLY:
Application Received by: _________________________________ Date: ______________
Application Approved by: _________________________________ Date: ______________