

## Library Event Proposal Form

Do you have a great idea for a program or event that you think the Corvallis-Benton County Public Library would like to host?

For proposals of events at Alsea, Monroe, or Philomath libraries, please contact those locations directly: <http://cbcpubliclibrary.net/locations-and-hours/>.

Please fill out this form and a library staff member will get back to you in 5-7 business days. All library events must be free and open to the public and they should support and extend the library's collections and/or services. Event proposals are reviewed on a continuous basis and are selected based on the needs and interests of our community as well as the contribution the event will make to the library's overall schedule of events.

Please note the following guidelines for the Corvallis-Benton County Public Library's Main Meeting Room before making your request\*\*:

*\*\*Meeting room use guidelines may differ at Alsea, Monroe, and Philomath libraries. Please contact those locations directly: <http://cbcpubliclibrary.net/locations-and-hours/>.*

- Use of the Library's Main Meeting Room is subject to the [Library Meeting Room Policy](#).
- Event proposals must be made no less than 8 weeks before the program or event is to be held.
- Events supporting a specific religious or political belief cannot be sponsored by the library.
- The exchange of money for goods or services is prohibited on the Library premises, except by the Library, the Library Foundation, or the Friends of the Library.
- Event time and date are subject to availability of the location in which the event is to take place.
- Commercial advertising and direct solicitation are prohibited at library programs and events. Admission may not be charged to attend a program and money may not be raised at a program on Library premises.

If the library chooses to sponsor your event, there will be no fee to use the Main Meeting Room. Please note that the Main Meeting Room can also be rented for events; call 541-766-6928 for details.

Please fill out the following form as completely as possible. Forms may be returned via email at [askalibrarian@corvallisoregon.gov](mailto:askalibrarian@corvallisoregon.gov) or in person at the 2<sup>nd</sup> floor reference desk.

Today's date: Click or tap to enter a date.

**Person or Organization responsible for the event**

Main contact name: Enter main contact name  
Organization Enter organization name (optional)  
Mailing Address: Enter mailing address  
Phone number: Enter primary phone number  
Email address: Enter primary email address

**Name of presenter(s)**

Enter presenter(s) name(s)

**Title of event with brief description**

Enter event title and description

**Which age group(s) will your program appeal to?**

Select an age group.

**Suggested dates and time of event:**

*Library events generally should take place during library hours*

*Monday – Thursday 10 am – 8 pm*

*Friday – Saturday 10 am – 6 pm*

*Sunday 1 pm – 5 pm*

**First Choice** Click or tap to enter a date.

Start Time: Enter start time                      End Time: Enter end time

**Second Choice** Click or tap to enter a date.

Start Time: Enter start time                      End Time: Enter end time

How many attendees do you anticipate at your event? Room capacity is 120

Enter number of attendees

Will book or CD sales take place?

Yes/No

If so, would you like the Library to arrange for Grassroots Books to do the sales?

Yes/No

Does the presenter or responsible party expect payment from the library?

Yes/No



If so, what is the amount? Enter fee amount.

Do you need library staff to be in charge of publicity for your event? E.g. send out a press release, create an event flyer, etc.

Yes/No

If yes, please attach any pictures, photos and language that you would like us to use.

Is there any other information we need to know about this event or presenter?

Enter additional information.

**Thank you! A Corvallis-Benton County Public Library staff member will contact you within the next 5-7 business days regarding your request.**