

## 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:

**Person or Organization responsible for the event**

Main contact name, who can sign the contract:

Organization

Mailing Address:

Phone number:

Email address:

**Name of presenter(s)**

**Title of event with brief description**

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

Adults      Children      Teens      All ages      Other

**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**

Start Time:                      End Time:

**Second Choice**

Start Time:                      End Time:

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

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 yes, what is your Federal Tax Classification?

Sole Proprietor

LLC

Corporation

If so, what is the amount?

Have you performed/presented at the Library before?

Yes

No

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?

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