

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 sponsor or co-sponsor?

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 sponsorship request 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](#).
- Sponsorship requests 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 or in person at the 2nd floor reference desk.

Today's date: _____

Name of person making request:

Phone number or email address of person making request:

Name of presenter or organization that will be responsible for event:

Phone number or email address of presenter or other responsible party:

Title of event with brief description:

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

Suggested date and time of event:

2nd choice date and time of event:

How many attendees do you anticipate at your event?

Will book or CD sales take place?

Yes No

Does the presenter or responsible party expect payment from the library? If so, what is the charge to the library to hold this event?

Yes No

Do you need a library staff member to be present at your event?

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

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