

Slinger Community Library

Program Proposal Request

Please submit paperwork a minimum of 2 weeks prior to your requested event

All Gather Room meeting requests/program proposals will be approved or denied by the library director. Once all required documents are turned in you will be notified by the library director with an approval or denial. At that time you will then be scheduled on the Gather Room calendar.

The Gather Room is available based on library hours and library needs first. You may apply for a time during these days and hours:

Monday - Thursday 9:30 am - 6:30 pm

Friday 9:30 am - 4:30 pm

Saturday 9:30 am - 11:30 am

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| Name: |
| Organization Name: |
| Phone: |
| Email: |
| Title of Program: |
| Date of Program: |
| Time of Program: |
| Please describe the program and your objectives: |
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| Who is your intended audience: |
| What equipment will the program require: <i>(refer to Gather Room Policy for full equipment available)</i> |
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_____ All promotional materials, physical and digital will include: "**Held at but not sponsored by Slinger Community Library**"

_____ I must provide a sign-up before event to stay within the safety standards of the room. Capacity 66.

Please review the Gather Room Policy for full details.

Please contact Library Director or Circulation Librarian for further questions. 262-644-6171

Thank you!