**Pop Up Tulare County Library Request Form**

Pop Up Tulare County provides Library and Literacy services throughout the county with our bookmobile and outreach services. The Library receives and evaluates requests frequently to determine if an event or stop meets the Library’s Mission, schedule, and staffing availability. Also, that the location is suitable for services that include restrooms.

Ongoing stops and one-time event requests must be submitted 30 days before the first stop or event date. Please allow a minimum of 2 weeks for the library respond to the request. For approved requests, the Library reserves the right to change or cancel approved stops at any point, due to mechanical, staffing, or other issues.

Visit www.tularecountylibrary.org/pop-up for more information.

|  |
| --- |
| **Section 1: Contact and Site Information** |
| Name of Organization and/or Event: |
| Name of Contact Person: | Phone Number: | Email: |
| Address and Location of Requested Stop: | City & Zip Code: |
| Lighting available for after-dark stops: Yes No | Restrooms for Library staff use:Yes NoDistance from Stop: | Space for table set up and service:Inside OutsideIf outside, an alternate inside location is required during the colder and hotter seasons |
| **Section 1A: Space for the Bookmobile (if you are not requesting the vehicle for your event, please move to Section 2)** |
| Space for 24 foot vehicle and setup (vehicle 30 x 20 feet to park, including setup and space for people visiting)Yes No |
| Provide a drawing or map of the location, including where the vehicle parks, setup area, and restrooms. |
| **Section 2: One-Time Event (Once this section is complete, skip section 3 and please move to section 4)** |
| **One-Time Event:**Event Day/Date: Start time: End time: |
| Groups participating please **circle or highlight** all that apply. Classes please supply grade levels:Pre-school Children Teens Adults Seniors Families |
| Estimated Event Attendance: |
| Please provide a brief description of Pop Up Tulare County Library’s role in the event: |
| **Section 3: Regularly Scheduled Stop (Skip section 2. Once this section is complete, please move to 4)** |
| **If requesting a regularly scheduled monthly stop, what day of the week/month?** (Circle all that apply)Tuesday Wednesday Thursday Friday  |
| Start Time: End Time:  |
| Please **circle or highlight** the services you are interested in (for regular stops only):Books Audiobooks DVDs & CDs Large Print Books StorytimeInformation on Literacy Services Special programs (please list): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Groups participating. Please **circle or highlight** all that apply. Schools please provide grade levels:Pre-school Children Teens Adults Seniors Families |
| **Section 4: Partnerships and Publicity** |
| Are you willing to partner with the Library for programming and services at the stop?Yes No |
| Are you willing to partner with the Library to publicize the stop to the community?Yes No |