**Pop Up Tulare County Library Request Form**

The Library created Pop Up Tulare County to provide Library and Literacy services throughout the county with our bookmobile and outreach efforts. The Library receives and evaluates requests frequently, so requests are reviewed regularly to determine if an event or stop meets the Library’s Mission, fits into the schedule, and the location is suitable for providing services.

Most stops will be approved within two weeks. When requesting a one-time stop or event, please submit at least 30 days before the requested date. Please allow 2 weeks for the library to consider and respond to the request. The Library reserves the right to change or cancel approved stops at any point, including for mechanical, staffing, or program issues.

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

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| Name of Organization: | | |
| Name of Contact Person: | Phone Number: | Email: |
| Address and Location of Requested Stop: | | City & Zip Code: |
| Lighting for after-dark stops:  Yes No | Restrooms for Library staff use:  Yes No  Distance from Stop: | Space to maneuver a 24-foot vehicle:  Yes No |
| Is there space for the set-up? (for vehicle 30 by 20 feet to park and setup, plus space for people visiting)  Yes No | | |
| Please provide a drawing or map of the location, including the location where the vehicle parks and restrooms. | | |
| Estimated Attendance: | | |
| Groups participating (please **circle** all that apply. If classes, please supply grade levels):  Pre-school Children Teens Adults Seniors Families | | |
| Please **circle** the kind of stop you would like:  One-time Event or Stop Regularly Scheduled | | |
| If requesting a regularly scheduled stop, what day of the week? (Circle all that apply)  Tuesday Wednesday Thursday Friday Saturday | | |
| Start Time: End Time: | | |
| Please **circle** the services you are interested in:  Books Audiobooks DVDs Internet Access Computers Large Print Books  Literacy Storytimes ESL Job Assistance Classes Special programs | | |
| Please briefly describe desired programs and services (storytime, adult literacy, Library resources, etc.): | | |
| 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 | | |
| If One-Time Event:  Event Date: Start time: End time: | | |
| A brief description of Pop Up Tulare County Library’s role in the event: | | |

