

Mifflin Community Library Sponsored Club Application

Club Organizer Name: _____

Backup Organizer Name and Phone: _____

Date/Day and Time of Club: _____

Recurring Club*: Y / N Library Sponsored*: Y / N

Library sponsored events should be open to the public, and not specifically promoting an individual business or organization.

New applications for recurring sponsored clubs should be submitted annually to verify date, time, and event contacts.

Location of Program: Large Meeting Rm Small Meeting Room

Program Description: _____

Targeted Audience Age: _____ Length of Program (2 hr. max/week): _____

1. All Club Organizers/Backups must maintain updated clearances at the library
2. All Club Organizers/Backups must review/sign the library abuse policy annually.
3. Organizers agree to abide by and uphold all library policies.
4. Organizers are responsible for ensuring the room is returning to its original condition
5. All Clubs should have a backup who can run a basic version of the program to avoid cancellations.

Cancellation: In the event either the club organizer cancels/relocates the club, notification will be given at least 24 hrs in advance (Planned) or as soon as possible (Emergencies) to the library and the participants.

Signature of Club Organizer

Signature of Library Contact

Date

Date

Telephone

Telephone

E-mail

610-777-3911
E-mail

mifflinlibrary@mifflinlibrary.org

Mifflin Community Library
6 Philadelphia Avenue
Shillington, PA 19607

**Special Library Sponsored Programs take precedence over any library club. The club may be asked to relocate to a different meeting location or cancelled with a 24-hour notice to the main contact.*

Approved and Reviewed by the Board of Trustees on February 28, 2024