

## **TABLING AND EXHIBITS APPLICATION (not art exhibits)**

*The Ossining Public Library (OPL) allows governmental organizations to host exhibit tables at the library from time to time. For-profit businesses, non-profit groups, and private individuals are not permitted to host a tabling event. Students are permitted to host an exhibit if it is part of an educational or service project.*

Date of Application: \_\_\_\_\_ Library Use Only – Date Received: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Organization Contact Person/Representative: \_\_\_\_\_

Tel.# (if different than above): \_\_\_\_\_ Email Address (if different than above): \_\_\_\_\_

Date of Requested Tabling: \_\_\_\_\_ Start Time: \_\_\_\_\_/End Time: \_\_\_\_\_

Reason for Requested Tabling: \_\_\_\_\_

**If applicable, please provide sample(s) of tabling literature, pamphlets, flyers, etc.**

Location in Library for Requested Tabling: \_\_\_\_\_

Number(s) of Required Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_

Any Additional Library Resource Requests: \_\_\_\_\_

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PLEASE EMAIL YOUR COMPLETED APPLICATION TO: [calendar@ossininglibrary.org](mailto:calendar@ossininglibrary.org)

IF YOU HAVE ANY QUESTIONS OR REQUIRE ANY ADDITIONAL INFORMATION, PLEASE CALL THE BUSINESS OFFICE AT (914) 941-2416, ext. 335

**PLEASE NOTE: FILING THIS APPLICATION DOES NOT AUTOMATICALLY GUARANTEE APPLICATION APPROVAL AND/OR THAT THE REQUESTED DATE, TIME, LOCATION, AND/OR LIBRARY RESOURCE(S) WILL BE AVAILABLE. AFTER THE LIBRARY RECEIVES AND REVIEWS THIS APPLICATION, YOU WILL BE NOTIFIED WITHIN TEN (10) BUSINESS DAYS VIA THE EMAIL ADDRESS(ES) PROVIDED ABOVE OF WHETHER OR NOT THE APPLICATION HAS BEEN APPROVED AND/OR IF ADDITIONAL INFORMATION IS REQUIRED BEFORE SUCH A DETERMINATION CAN BE MADE. PLEASE ALSO REFER TO the OPL Tabling Policy **AND** the OPL Use of Meeting and Performance Spaces by Outside Groups Policy **FOR ADDITIONAL GUIDANCE.****