

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: _____

PLEASE EMAIL YOUR COMPLETED APPLICATION TO: 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.