

Peters Township Public Library

616 East McMurray Road
McMurray, PA 15317
724-941-9430

Website: www.ptlibrary.org
Email: smiller@ptlibrary.org

PROGRAM PROPOSAL FORM

Today's Date _____

NAME _____ PHONE _____

ORGANIZATION: _____ EMAIL _____

ADDRESS: _____
(Street) (City) (Zip Code)

WEBSITE (if available): _____

TITLE OF PROPOSED PROGRAM: _____

GENERAL PURPOSE OF THE PROPOSED PROGRAM: _____

WHEN WOULD YOU BE INTERESTED IN OFFERING THE PROGRAM? _____

PREVIOUS PROGRAMS AT OTHER PUBLIC LIBRARIES: _____

IS THERE A SPEAKER FEE FOR THIS PROGRAM? IF YES, PLEASE EXPLAIN: _____

EQUIPMENT NEEDS: _____

MINIMUM ATTENDANCE REQUIRED _____ MAXIMUM ATTENDANCE REQUIRED _____

SIGNATURE OF APPLICANT _____

PROGRAM PROPOSAL PROCEDURE

1. Send your application form to address above, attention: PROGRAM PROPOSAL.
2. A follow-up phone call/email will be made only if there is further information needed.
3. Once reviewed, a letter will be sent notifying you of acceptance or denial of program.

As a co-sponsored library program, our policy states that other than in your formal introduction, presenters should refrain from promoting their place of business during the presentation. Handouts, signs with business information, or other forms of advertisement are not permitted. You are free to make contacts and share any business information outside of the program in which you are presenting.

Peters Township Library and its agents shall not be liable for injuries sustained by any person. The party hereby agrees to indemnify, save harmless and defend Peters Township and its Council, board members, employees agents or assigns, from and against any or all claims, demands and suits of whatsoever nature on account of property damage or personal injury sustained or suffered by Peters Township or others, or death of any person, arising or growing out of our in connection with the use of library facilities granted pursuant to this application.

You may refer all questions to: smiller@ptlibrary.org or 724-941-9430, ext. 5771