

# Kansas City, Kansas Public Library Mobile Library

## **Mobile Library Special Event Request Form**

Name of organization/event: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**The mobile library is 37 feet long and must have adequate room to maneuver. Please describe the area where the mobile library would be parked and how it could enter and exit:**

\_\_\_\_\_  
\_\_\_\_\_

**Requested date and length of time for special event:** \_\_\_\_\_

**Topic or purpose of the event:** \_\_\_\_\_

**Would you be promoting that the mobile library would be available?** \_\_\_\_\_

**If so, how:** \_\_\_\_\_

**Estimated number of individuals served at this event:** \_\_\_\_\_

**What age levels do you anticipate the mobile library serving: (Check all that apply)**

☐ Preschool    ☐ Children    ☐ Teens    ☐ Adults    ☐ Seniors    ☐ Family

**What library services would most benefit this event?:**

(materials checkout, library card sign up, promotion of library services, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**Comments or questions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form may be emailed to: [mobileteam@kckpl.org](mailto:mobileteam@kckpl.org), faxed to: 913-551-3243, Attn: Mobile Library, or mailed to:

Kansas City, Kansas Public Library, Attn: Mobile Library, 625 Minnesota Ave., Kansas City, KS 66101

For more information call 913-530-5951 or visit [www.kckpl.org](http://www.kckpl.org)



*Library programs, events, and classes are photographed or videotaped for promotional purposes or to document library activities. Notify library staff if you prefer not to be photographed.*

created: 6/23/2015 updated: 9/27/2016