



## Library Tour Request Form

Due to limited staffing, the library requests that tours for groups of more than 20 members be made in advance. To request a tour, please include the following information:

**Group Name/Organization:** \_\_\_\_\_

**Group Size:** \_\_\_\_\_

**Tour Date(s)/Time(s) Requested:** \_\_\_\_\_

**Group Leader/Contact Information:**

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_ **e-mail address:** \_\_\_\_\_

**Reason for visit:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

**Library Use Only:**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Staff Initials:** \_\_\_\_\_