

**The West New York Public Library**  
 425 60th St.  
 West New York, NJ 07093  
 201.295.5135 (PH) | 201.662.1473 (FAX)



**Program Submission Form**

Today's Date:	Contact Person:
Phone:	Email:
Organization:	
Street Address:	City, State, Zip:
Program Title:	
Program Type (i.e. Music, Arts, Science etc):	
Program Description (If additional space is needed, please include an attached description):	
Who is your target audience (i.e. age, school level)?	

Program Length:	If program is a series, how many programs?	Time of day:
Preferred Dates(s):	Over what period of time?	
Describe any special considerations?		
Will the program be self-funded, or are you seeking support/funding/fee from the library?		
If you are seeking funding/support, please describe in detail the financial support being sought to run the program? Please include the total cost.		
Describe any special supplies or equipment to be provided by the library?		
Have you or your organization previously presented at the West New York Library or elsewhere?		
Are there any co-sponsoring organizations?		
Please attach the name and brief resume of any presenters:		
Will you be providing publicity materials such as photos or a press release?		

PLEASE EMAIL COMPLETED APPLICATION TO [WNYLIBRARY@GMAIL.COM](mailto:WNYLIBRARY@GMAIL.COM)  
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The West New York Public Library appreciates your interest in presenting a program. Please review the following and submit a Program Proposal form for consideration. Programs will be reviewed in the order received.

The West New York Public Library Mission & Vision: The mission of the West New York Public Library is to provide quality resources and innovative services, programs, to stimulate creativity, intellectual curiosity, and to facilitate lifelong learning and research for our community.

Library Programming Policy: Library Programs are an integral component of library service that:

- Establishes the library as a vital community resource
- Provides interactive education
- Addresses both short and long term community needs
- Attracts new library patrons

The criteria to assess eligibility for programming includes, but is not limited to, community needs and interests, availability of space, presenter qualifications, budget, and connection to other community events, education curriculum, among others. All library programs are free and open to the general public. Registrations for some programs might be necessary when space is limited. The library is committed to ensuring access to all and reasonable accommodations will be made to ensure people with disabilities may attend or participate.

The library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or views expressed at the program. Any sales of products at library programs must be approved by the library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. External organizations or individuals partnering with the library on programs must coordinate marketing efforts with the library. The library welcomes expressions of opinion from the community concerning programming. If a patron questions a library program, he/she should first address the concern with a library staff member. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials.

Applying for library sponsored programs:

All individuals and organizations requesting consideration must complete the Library Program Proposal form. The form must be received at least two months prior to the suggested program date. Submission of a Library Program Proposal form does not guarantee acceptance of a program. Forms are reviewed in the order that they are received.

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