Brandywine Hundred Library | 1300 Foulk Road, Wilmington, DE

TABLING EVENT APPLICATION

Name of Organization: _____

Type of Organization: □ Government □Educational □501c3 Non-Profit □Other explain: _____

Contact Person: _____

Telephone Number: _____ Email: _____

Requested Tabling Date: _____ Time (start – end): _____

Provide Tabling Details: _____

(Please describe services, _____

goals or objectives) _____

_____

_____

TABLING EVENT RULES:

- Any tabling event must have prior approval from library manager.
- PROHIBITED USE: Library tabling events may not be used for social purposes; religious activities or services; political campaign activity relating to a specific candidate; commercial concerns; any illegal activity; or any activity that in the judgment of the New Castle County Community Services General Manager poses a threat to the life, safety or property of any individual.
- For public informational purposes only. This may not be used for membership drives.
- Requested times are not guaranteed. Priority for space allocations 1. Library, 2. New Castle County or other government entities, 3. Approved 501c3 non-profit and other educational entities.
- All tabling groups must adhere to the NCCo Acceptable Behavior Policy.
- All tabling events are limited to the lobby and must be scheduled at least 14 days in advance.
- Tabling events can be scheduled once per month, per organization.
- No solicitations: tabling groups may not approach or call out to patrons.
- Groups will be provided 1 table and 2 chairs. Access to power outlets is not guaranteed.
- All noise should be kept to a low volume as to not disrupt patrons. Playing music is not permitted.
- All material and signage must be removed from the table at the end of event.
- Groups must notify staff at reference desk of their departure, so that tables and chairs are removed from the lobby. **Groups will be asked to report number of patron interactions.
- Event may be added to library's public program calendar – at library's discretion.

For Staff Use Only

Approved by library manager: _____ Date: _____

Entered into LibCal _____ Date: _____

Rev. 3/28/22