



585.359.7092  
hplinfo@libraryweb.org

Henrietta Public Library  
625 Calkins Road  
Rochester, NY 14623

# Program Application

Updated July 30, 2024

**Please indicate which audience this program is designed for (check one):**

Kids (ages 0-12)     Teens (ages 12-17)     Adults (ages 18+)     All Ages

## Presenter Information

Your Name: \_\_\_\_\_

Mailing Address:

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

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

Phone Number: \_\_\_\_\_

## Program Information

Program Title: \_\_\_\_\_

Program Description:

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

Materials You Will Provide:

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

**Application continues on the back →**



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Cost of Program: \_\_\_\_\_

Participant maximum: \_\_\_\_\_

*Note: The Henrietta Public Library Community Room has a maximum seating capacity of 75 people.*

## Room Set Up

Please write/type numbers on the lines.

\_\_\_\_\_ Chairs

\_\_\_\_\_ Tables

## Technology Needs

Please check all that you will need the library to provide.

\_\_\_\_\_ Microphone

\_\_\_\_\_ Computer

\_\_\_\_\_ Digital Display (Smart TV)

\_\_\_\_\_ HDMI Cable

Additional Information:

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**Henrietta Public Library's programs are booked six months in advance. You will be contacted if a librarian is interested in your program. Thank you for your submission.**

**Sincerely,**

**Henrietta Public Library Programming Coordinators**