Group Visit Request
Town of Collins Public Library
2341 Main Street, Collins, NY 14034
716-532-5129

Complete the form below to request a class or group visit. We may be able to accommodate hours outside of regular library hours. We appreciate applications 4-6 weeks in advance, so we can ensure accommodation and staffing.

School/organization name _________________________________

School/organization address _______________________________

School/organization phone _________________________________

Contact Person, Title ____________________________________

Contact person phone number ______________________________

Age/grade of attendees ___________ Number of attendees ___________

Date & time of visit:
1st choice ________________________________________________

2nd choice ________________________________________________

Are any special accommodations required for your visit? Please describe.

Type of Tour: (See reverse)

Would you like Library Card Applications to distribute to students before visiting?

How many?

Please ask about how we can have library cards ready for your students when they arrive!

Please return this form to the library for review by our staff. We will contact you within 1 week of receiving the application.

Staff Use: Received date: ________ Reviewed: ________
Contacted date: ________ Approved? ________
Types of Visits offered:

Building Tour/History of Libraries
Stories
Hands on STEM/Tinkering activity
Hands on Arts and craft activity
Virtual Reality (Ages 13+, with parental permission)
3D Printing demo
Have our Library Staff visit you!
Other
Or speak to our children’s coordinator or director for a visit to suit your needs!