

Smith Public Library – Group Tour and Outreach Request Form

To schedule a tour or outreach, please complete and return this form and return to the library: via email: libinfo@wylitetexas.gov, electronically via [Google Form](#) or in person at Smith Public Library, 300 Country Club Rd., Building 300, Wylie, TX 75098.

All tours and outreach must be scheduled at least three weeks prior to the expected visit date. Please be sure to review the Group Tour and Outreach Request Policy prior to submitting this form.

Applicant Information

Name: _____

School/Organization: _____

Address (for Outreach): _____

Cell Phone: _____ Email: _____

Group Information

Is this organization a not-for-profit agency? Yes _____ No _____

Number of tour participants (maximum 40): _____

If school (For tours only): Grade level(s): _____ Number of Chaperones: _____

Your requested tour/outreach times: **Date** _____ **Time** _____

First Choice: _____

Second Choice: _____

Are there any special accommodations needed for your group? Yes _____ No _____

If yes, please describe:

Signature of Applicant: _____ Date: _____

STAFF USE ONLY

Tour Confirmed By: _____ Date: _____