



Youth Visits Agreement

1. The agency needs to notify the Library District by phone or in writing at least two weeks in advance to schedule a visit.
2. Visits are subject to staff availability.
3. The number of children that can be accommodated on a visit is based on space and staff limitations at the individual branch. Staff may use their discretion when making the arrangements regarding any group size limitations.
4. Teachers, caregivers and chaperones from the agency are responsible for the behavior of the group and should remain with the group at all times.
5. Agencies should provide a suitable number of teachers, caregivers and chaperones to adequately supervise the children in their group.
6. Staff will ask teachers, caregivers or chaperones to work with any children who exhibit disruptive or inappropriate behavior. Library staff may ask an agency supervisor to escort a disruptive child(ren) from the library.
7. This agreement shall be signed and returned to the library prior to the scheduled visit.

Contact/Person Making Request:

Phone #

E-mail Address:

Name of Agency/Group:

Agency Address:

Number of Students:

Age/Grade of Students:

Date of Visit:

Time of Visit: am/pm

Branch to be Visited:

Number of Chaperones:

Signature of Requestor:

Date: