

**SMITH PUBLIC LIBRARY**  
**GROUP TOUR REQUEST FORM**  
**APPROVED BY THE LIBRARY BOARD MARCH 7, 2011**

To schedule a tour, please complete and return this form to the library using one of the following methods: email: [libinfo@wylietetexas.gov](mailto:libinfo@wylietetexas.gov), fax: (972) 516-6270, or mail to Smith Public Library, 300 Country Club Rd., Building 300, Wylie, TX 75098, Attn: Tour Request.

If you would like your group to register for library cards, please obtain application forms at the library or by visiting our website at [wylietetexas.gov>departments>library](http://wylietetexas.gov/departments/library). Completed applications must be received at least 3 working days prior to the visit.

<b><u>Applicant Information</u></b>		
Name: _____		
School/Organization: _____		
Daytime Phone: _____		Cell Phone: _____
Fax: _____		Email: _____
<b><u>Group Information</u></b>		
Is this organization a not-for-profit agency?      Yes _____ No _____		
Number of tour participants (maximum 40): _____		
If school: Grade level(s): _____ Number of Chaperones: _____		
Your requested tour times:		
	<b>Date</b>	<b>Time</b>
First Choice:	_____	_____
Second Choice:	_____	_____
Are there any special accommodations needed for your group? Yes _____ No _____		
<b>If yes, please describe:</b>		
_____		
_____		
_____		
Signature of Applicant: _____ Date: _____		
<b><u>STAFF USE ONLY</u></b>		
Tour Confirmed By: _____ Date: _____		