

Comsewogue Public Library

170 TERRYVILLE ROAD, PORT JEFFERSON STATION, N.Y. 11776

Tel. 631-928-1212 Fax 631-928-6307

<http://www.cplib.org>

Literacy Volunteers of America, Suffolk County

Request for Use of Room

*Please indicate Days / Dates / Times:

_____ (1st preference) See #3 on back

_____ (2nd preference) See #3 on back

Tutor's Name _____

Address _____

Telephone number _____

Signature & date _____

Student's(s')Name(s) _____

Address _____

Telephone number _____

*PLEASE SEE THE BACK OF THIS FORM FOR IMPORTANT RULES & REGULATIONS

Action of Library

Approved _____

For Library Board of Trustees

Disapproved _____

Date _____

RULES & REGULATIONS

1. Either the Literacy Volunteer tutor or the adult learner must have a current Comsewogue Public Library card.
2. Please attach a copy of your Literacy Volunteer Tutor ID card or certificate to this request form.
3. Approved requests are for 6 months, after which time you must reapply. A Literacy Volunteer tutor can use the room with his/her student for one to two days each week, for a maximum of two hours per week. Time limitations for room use are from Monday to Thursday, 9:30 AM to 8:45 PM; Friday and Saturday, 9:30 AM to 4:45 PM.
4. The room will be used as a quiet study area when not in use by Literacy Suffolk tutors. Please inform the Librarian within the Adult Reference Department of your student's and your arrival and departure.
5. Once you have been notified by the Comsewogue Public Library, you may then begin your tutoring sessions within the assigned room.
6. The Comsewogue Public Library reserves the right to approve, disapprove, or revoke the request for use of the room.
7. Literacy Volunteer tutors must immediately notify the Adult Reference Department Librarian in the event of a date cancellation or with any changes to your information on this form.
8. If in doubt of any Library closings, please call the Comsewogue Public Library at 928-1212.
9. Applications should be submitted at least one week prior to your preferred starting date. Forward to:

Mrs. Loretta Holtz, Adult Reference Dept.
Comsewogue Public Library
170 Terryville Road
Port Jefferson Station, NY 11776
Telephone: 928-1212