

Library Quiet Zone Policy for Event Organizers

Date: [Insert Date]

To: [Event Organizer's Name]

Event Title: [Insert Event Title]

Event Date: [Insert Event Date]

Location: [Insert Event Location]

Dear [Event Organizer's Name],

We are pleased to support your upcoming event at [Library Name]. As the event organizer, we want to ensure that you are aware of our Quiet Zone Policy, which is designed to maintain a conducive environment for study and reflection within the library.

Quiet Zone Guidelines

- Noise levels should be kept to a minimum at all times.
- All participants are encouraged to use whispers for conversations.
- Please avoid loud activities, such as music or games, that may disturb others.
- Event materials that create noise should be handled with care.

We appreciate your cooperation in following these guidelines to ensure a peaceful atmosphere for all library patrons. If you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your understanding and support.

Best regards,

[Your Name]

[Your Position]

[Library Name]

[Contact Information]