Reasonable Accommodation Request Form

The Kent Memorial Library seeks to provide reasonable accommodations for physical access, communications, or other needs to ensure services, activities and programs are available to individuals with disabilities. Please complete the following form regarding your reasonable accommodation request and submit it no later than 15 days before the program.

Name: ________________________________________________ Date:__________________

Address:______________________________________________________________________

City: _____________________________________ State: _________ Zip Code: ____________

Phone (day): ___________________ (evening):__________________

Cell: __________________________ e-mail __________________________

What service program or activity does this request concern?____________________________
______________________________________________________________________________

What is the disability that makes an accommodation(s) necessary? (specify): __________
______________________________________________________________________________

What accommodation(s) are you requesting? (specify): ____________________________
______________________________________________________________________________

Assistive equipment (please describe equipment you are requesting be provided): ______
______________________________________________________________________________

Please provide any additional information that might be helpful in processing your
accommodation(s) request: ________________________________________________________

Please submit your completed form no later than 15 days before the program to:
Library Director, Kent Memorial Library
P. O. Box 127 / 32 N. Main St.
Kent, CT. 06757

The Americans with Disabilities Act (“ADA”) does not require The Kent Memorial Library to take
any action that would fundamentally alter the nature of its programs or services, or impose an
undue financial or administrative burden.

~ Approved by the Library Board of Directors May 12, 2017