

Marengo-Union Library District

Display Case Reservation and Agreement Form

Applicants Name and Contact Information:

Name: _____

Address: _____

Primary Phone: _____ Alternative Phone: _____

Organization: _____

Briefly describe the nature and purpose of the display:

Month you wish to reserve display case: _____

I, the Exhibitor, have reviewed, understand, and agree to abide by the Marengo-Union Library District Display Case Policy, which governs the reservation and use of library display cases. I agree to assume responsibility for the display and to insure that it is mounted and removed on time and that its contents and design are consistent with the requirements and guidelines set forth in the above-mentioned policy.

I, the Exhibitor, agree that the Library accepts no responsibility for the theft or damage of any display exhibited at the Library, and certify that all persons submitting work for this display understand and agree to this waiver. I have read and will comply with the Library's Display Case Policy.

Exhibitor _____ Date _____

For Library Use:

Application received by: _____ Date: _____

Comments: _____

Marengo-Union Library Display Case Policy

All exhibits considered for space within the library must support the mission of the library, and may not cause disruption of the regular flow of library work and services. Such exhibits will remain in place for not longer than four weeks and set up and removal being the responsibility of the exhibitor. The library assumes no liability for damage or loss relating to any exhibit set up for public viewing in the library, and will take no extraordinary measures to insure its safety.