

# Display/Exhibit Reservation Request and Release Form

Persons or organizations interested in reserving display or exhibit space must complete this form and submit it at least one month prior to the desired time period. Submissions can be made by printing and submitting this form to the Communications & Community Engagement Department of the Library at 128 N. County Street, Waukegan, IL 60085.

A staff coordinator will review the application and determine whether to deny or approve the request. The coordinator will contact the applicant with the decision and confirm the location and time of the display or exhibit if approved.

## Exhibit Request

Name of exhibitor: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Information (phone or email): \_\_\_\_\_

Description of materials or items to be placed on public display:

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My display or exhibit would be appropriate for (check all that apply):

- Freestanding shelves or floor space in dedicated adult areas
- Freestanding shelves or floor space in dedicated kids' areas
- Wall exhibition space in dedicated adult areas
- Wall exhibition space in dedicated teen areas
- Wall exhibition space in dedicated kids' areas
- Locked display cases in dedicated adult areas
- Locked display cases in dedicated kids' areas

My preferred display time is (check top 3 choices):

January  February  March  April  May  June

July  August  September  October  November  December

I, (print name) \_\_\_\_\_, hereby lend the following materials to the Waukegan Public Library, for display and exhibit purposes only. I have read and understand the Library's official Public Postings, Artwork, & Exhibits Policy and release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library. I understand the choice to insure items against such loss or damage are my sole responsibility.

Exhibitor's signature \_\_\_\_\_ Date \_\_\_\_\_

