

Roselle Public Library District

Request for Display/Exhibit Space & Release Form

Note: all applicants are expected to review the associated Displays & Exhibits Policy before submitting this form.

Name of Organization/Individual: _____

Contact Person/Responsible Party: _____

Address: _____

Phone Number: _____ **Email:** _____

Proposed Exhibit Dates: _____

Description of Display/Exhibit (Including nature, and number of pieces):

Acknowledgement & Release

I, (print name) _____ understand that by submitting this form I indicate that I have read the Roselle Public Library District’s Displays & Exhibits Policy and its guidelines and will comply with its terms if my request is approved, and hereby release said Library from responsibility for loss, damage, or destruction while my materials are on display in the Library.

Signature: _____ **Date:** _____

For Library Staff Use Only

Referred to: _____ Approved: Yes | No

Decision Made by: _____ Date: _____

Notes:

