

## Fort Dodge Public Library Use of Display Case/Space Application Form

- Local community groups or individuals are welcome and encouraged to use the library's display case/space. Display periods not already allocated to the Library, Friends of the Library, Fort Dodge Public Library Foundation, or the City of Fort Dodge may be reserved through the reference desk.
- Groups or individuals should reserve display space by contacting the library at least two (2) weeks in advance. The recommended display period will be one month. Displays/exhibits may not be scheduled more than one (1) year in advance.
- The library will assume no responsibility for displays other than its own. It is the responsibility of each organization/individual using the display case/space to remove the display/exhibit on the last day of the reserved period.
- The Fort Dodge Public Library reserves the right to accept or reject any display/exhibit.

### APPLICATION FOR USE OF DISPLAY CASE/SPACE

Name of Organization: \_\_\_\_\_

Name of Individual: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

Date Requested: \_\_\_\_\_

I have read the Fort Dodge Public Library Displays Policy and agree to abide by it.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed