

Albert Wisner Public Library
Exhibits and Displays Policy

**Albert Wisner Public Library
Exhibit and Display Application**

This form, including the Exhibit and Display Release, must be submitted to and be approved by the ALBERT WISNER PUBLIC Library at least 6 weeks prior to the scheduled date of the event. A separate form is required for each date requested.

Name of Applicant: _____
Address: _____
Phone: _____ Fax: _____ Email _____
Website: _____
Sponsoring Organization(if applicable) _____
Address: _____
Phone: _____ Fax: _____
Purpose of Organization: _____

Exhibit and Display Information

Dates Requested: _____
Set-Up (day, date) _____ to Removal (day, date) _____
Meet the Artist Date and Time: _____
Purpose of Exhibit: _____
Exhibit/Display Requirements (Check all that apply.):
Gallery (Lower Lobby) ____ Community room (Lower Level) _____
Board Room (Main Level) _____ Display Case(s) (specify 1, 2, or all 3) _____

Fee: \$25.00 (please make check payable AWP Library)

Contents/Description (Please list number and type of items, etc. Library may require visual representation of layout. Attach additional sheets if necessary.):

I/We have received a copy of the Albert Wisner Public Library Exhibits and Displays Policy, Procedures, and the Application and Release forms and I/We agree to abide by all of the stated rules/regulations.

Name (print): _____

Signature: _____ Date: _____

(Implies an understanding of, and agreement to abide by, the Albert Wisner Public Library Exhibit and Display Policy and Procedures.)

AWPL APPROVAL: _____ Date: _____

For Albert Wisner Public Library accounting office use only

Invoice # _____ Check # _____ Paid Date _____ Amount _____