BAY COUNTY LIBRARY SYSTEM  
EXHIBIT/DISPLAY SPACE REQUEST

1. Application for use of exhibit or display space should be submitted at least 30 days in advance. The granting of exhibit and display space will be honored on a first-come, first-served basis, and limited to no less than seven days, and no more than thirty days, per calendar year, per group or individual.

2. The Bay County Library System shall have the final say on the arrangement of all displays and exhibits. The library reserves the right to reject any part of an exhibit or display or to change the manner of display.

3. It is the responsibility of the exhibitor to set up and remove the exhibit, including display labels.

Name of Individual, Group, or Organization ________________________________

Name of Applicant _____________________________________________________

Applicant’s Address
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Applicant’s Phone number
_____________________________________________________________________

Exhibit/Display Space requested
_____________________________________________________________________

Preferred Library Branch
_____________________________________________________________________

Approximate size requirement ____________________________________________

Preferred inclusive dates of exhibit/display __________________________________

Title and description of exhibit
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

I, __________________________________ acting on behalf of ______________________
(print full name) (print group name)
agree that the library will not be held responsible for preservation, protection, or possible damage or theft, of any item exhibited or displayed.

Signed: ________________________________ Date _______________________

10-08-08 board approved