

**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