

**CONNETQUOT PUBLIC LIBRARY**

**DISPLAY CASE APPLICATION**

The Connetquot Public Library provides public space for displays of collections, artwork, handicrafts and items of historical significance to the community. Exhibits may consist of the work of an individual local resident or a group. The glass display case measures 34" wide by 16" deep by 56" high and has 3 adjustable shelves and 1 fixed bottom shelf.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ORGANIZATION (IF APPLICABLE)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE/EMAIL/FAX

\_\_\_\_\_  
REQUESTED MONTH/YEAR

**DESCRIPTION OF PROPOSED DISPLAY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GENERAL RULES & GUIDELINES**

Every precaution is taken to safeguard the display exhibited by keeping the case locked. The library assumes no liability for loss, damage or any other related costs and all items are displayed at the owner's risk. By signing this application, I release Connetquot Public Library from any and all liability.

- Exhibit space may not be used for commercial, advertising, religious or political purposes. However, the exhibitor's contact information will be made available to the public upon request if the exhibitor so desires.
- Exhibits are set up on the first day of the month and must be removed by the last day of the month.
- The library staff makes the decision on the appropriateness and/or scheduling of all displays.
- Proposed exhibits should be suitable for viewing by all ages.
- Tape, tacks, nails or any adhesives should not be used inside the display case.
- The display is to be arranged by the exhibitor with minimal assistance from library staff. The removal of the display is the responsibility of the displayer.
- Organizations/persons will be limited to one (1) display per year.
- Acceptance of a display does not imply library endorsement.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Library Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**STAFF USE ONLY**

\_\_\_\_\_  
Applicant Contacted

\_\_\_\_\_  
Dates of Exhibit

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Installation Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Removal Date