

APPLICATION FOR USE OF DISPLAY FACILITIES

Palos Heights Public Library

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____

ORGANIZATION
REPRESENTED: _____

LOCAL ADDRESS
OF ORGANIZATION: _____

THEME OF DISPLAY OR
SPECIAL OBSERVATION: _____

VALUE OF THE DISPLAY (PLEASE ITEMIZE):

DATES OF DISPLAY: Begin _____ End _____

() CASE CUBE

I have been given the Library policy and Display Case Information Sheet and agree to adhere to them.

Signature _____ Date _____

FOR OFFICE USE ONLY

Dates of Display _____ Authorization _____

Receipt of Policy by Displayer _____

Adopted and Revised 11/91
Revised 10/97
Revised June 10, 2004
Revised Dec. 13, 2007

PALOS HEIGHTS PUBLIC LIBRARY

DISPLAY CASE AND CUBE POLICY

The Palos Heights Public Library provides display facilities for individuals and organizations from the south suburban area to feature items of general interest and appeal. There are also two display cubes in the youth services department for youth to display their interests. Exhibitors should be engaged in educational, cultural, intellectual, or charitable activities. Those who wish to use the display facilities are asked to observe the following:

1. The Library maintains a calendar for the use of the display case and cubes. Library programs will be given priority. To reserve a desired display time, an exhibitor should contact the Library.
2. An application form stating the value of the display must be completed prior to the assigning of the dates for the display.
3. The display case is available for a minimum of one week with a maximum of one calendar month. Display cubes are available on a monthly basis.
4. The value of any one item or the aggregate of the display cannot be in excess of \$2000.
5. Persons are discouraged from displaying items of sentimental value even though the value is within the guidelines specified above.
6. Persons interested in displaying items must install and arrange the display on the appointed day and remove the display on the appointed day.
7. Should the display be late in starting, the Library reserves the right to reassign display case use, and the originally scheduled display will be preempted.
8. Should the display remain beyond its scheduled time limit, the Library may remove it and be held blameless for the arrangement or storage of all the items.
9. Displays that endorse religious or political points of view are prohibited.

Adopted and Revised 11/91

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