

Hanson Public Library Lobby Display Case User Form

Date of Request: _____

Name of Person/Group/Organization: _____

Contact Person: _____

Contact telephone: _____ Email: _____ @ _____

Purpose of Display: *Civic* *Art* *Personal Collection* *Other* (please specify): _____

Requested Display Date Range: From: _____ To: _____

-----POLICIES-----

1. Applications will be approved on a first come, first served basis.
2. Cases are available for display of Art, Civic Groups, or Personal Collections.
3. Applicants are responsible for the setting up and removing of the display from the cases.
4. No taping of display signage to glass doors or wood case. Signage may only be attached to wood case using removable adhesive putty.
5. Monthly displays are preferred for scheduling purposes; all requests will be honored regardless of time.
6. Priority of scheduling of displays is given to Library/Senior Center usage.
7. In the event two separate applicants need the cases for the same time period, upon approval, the displays may be condensed and the cases shared.

-----OFFICE USE ONLY-----

Date Received: _____ Received by: _____

Approved: _____ Approved by: _____ Notified: _____