

Display Case Reservation Request

Name of

Liaison/Sponsor _____

Liaison/Sponsor must be a Morley Library card holder at least 18 years old

Library card number _____

Address _____

Phone _____

Organization _____

Displays must be not-for-profit and non-commercial in nature.

Briefly describe the nature and purpose of the display _____

Release

Please indicate the display area(s) you wish to reserve:

1st Floor display case: both sections _____ one section _____

Genealogy Room display case: _____

Month and year you wish to reserve the display case _____

(Cases may be reserved by calendar month only.)

Morley Library assumes no responsibility for the preservation, protection or possible damage or theft of any item exhibited or displayed.

I have read, understand and agree to abide by the Library's Display Case Guidelines. I agree to assume responsibility for the display and to insure that it is set up and removed on time.

Signature of Liaison/Sponsor: _____

Date: _____

For Library Use:

Application rec'd by: _____ Date: _____

Application approved by: _____ Date: _____

Confirmation letter sent by: _____ Date: _____