

Midlothian Public Library  
Library Display Case Reservation Request

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Organization\* \_\_\_\_\_

*\* Organizations must be not-for-profit and non-commercial in nature, and must, by virtue of their purpose and membership, be connected with the Library's goal of serving the educational, cultural, and civic needs of the Midlothian community. Displays by individuals are limited to exhibits of artworks, handicrafts or collections which enhance the Library's role as a cultural agency in the community.*

Sponsor's Name (if applicant is under the age of 18)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Briefly describe the nature of the display:

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

Month you wish to reserve display case: \_\_\_\_\_

(Cases are booked by calendar month only)

I have reviewed, understand, and agree to abide by the Policy and Guidelines Regarding the Use by the Public of Library Display Space, which governs the reservation and use of Library display cases and other areas. I agree to assume responsibility for the display and to insure that it is mounted and removed on time and that its contents and design are consistent with the requirements and guidelines set forth in the above-mentioned policy.

Signature of Applicant/Sponsor \_\_\_\_\_ Date \_\_\_\_\_

**For Library Use:**

Application received by: \_\_\_\_\_ Date \_\_\_\_\_

Application approved by\*\* \_\_\_\_\_ Date \_\_\_\_\_

*\*\*Approval must be by the Display Case Coordinator, the Materials Services Manager, or the Library Director*