

Midlothian Public Library
Library Display Case Reservation Request

Name _____

Address _____

Phone _____ Email _____

Organization (if applicable) _____

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

Address _____

Phone _____ Email _____

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.

Revised 10/2018