

ARLINGTON PUBLIC LIBRARY
APPLICATION FOR USE OF EXHIBIT SPACE



The scheduling of exhibit space at any Arlington Public Library location is subject to availability, the provisions of this application, and regulations specified in library policies. This application must be completed before an exhibit can be placed in an exhibit space. An email will be sent to the Applicant as confirmation that the exhibit has been scheduled.

Date of Application _____

Name of Organization or Individual _____

Library Card Number of Applicant _____

Representative Scheduling the Exhibit Space _____

Name, Telephone Number and Email Address of Person
Responsible for Delivery and Pickup of Items if Different _____

Purpose of Exhibit _____

Exhibit Month Requested _____

Exhibit Location Preferred _____

RELEASE OF LIABILITY

WAIVER OF LIABILITY AND INDEMNIFICATION. APPLICANT does hereby agree to waive all claims, release, indemnify, defend and hold harmless CITY and all of its officials, officers, agents, and employees, in both their public and private capacities, from any and all liability, claims, suits, demands or causes of action which may arise by reason of injury to property or persons occasioned by error, omission, or negligent act of APPLICANT, its officers, agents, employees, invitees or other persons, arising out of or in connection with this Agreement or any and all activity or use pursuant to this Agreement, or on or about the Premises and USER will, at its own cost and expense, defend and protect CITY from any and all such claims and demands. Also, APPLICANT agrees to and shall indemnify, defend and hold harmless CITY and all of its officials, officers, agents and employees, from and against any and all claims, losses, damages, causes of action, suits and liability of every kind, including all expenses of litigation, court costs and attorney fees for injury to or death of any person or for damage to any property arising out of or in connection with this Agreement or any and all activity or use pursuant to this Agreement on or about the Premises. Such indemnity shall apply whether the claims, suits, losses, damages, causes of action or liability arise in whole or in part from the negligence of CITY or any of its officers, officials, agents, employees or invitees, and is intended to indemnify and protect CITY from any and all liability, claims, suits, losses, damages or causes of action arising out of joint negligence between the CITY and APPLICANT, its officers, officials, agents, employees or invitees.

Printed Name

Signature

ARLINGTON PUBLIC LIBRARY
EXHIBIT SPACES POLICY



Arlington Public Library exhibit spaces are for the primary purpose of promoting library resources and programs. When not in use by the library, exhibit spaces may be reserved by the public in accordance with the following guidelines):

GENERAL REGULATIONS:

1. Community groups and individuals may apply to exhibit cohesive collections of items that support our educational, recreational, and cultural mission in unscheduled library exhibit spaces. Applicants must have an Arlington Resident Library card in good standing.
2. Exhibits will present a broad spectrum of opinions and viewpoints. Exhibits advancing a political cause, promoting hate speech or advertising for a commercial entity are not permitted. No exhibited items may be listed "for sale."
3. Under no circumstances will exhibited items be considered as gifts to the library. They explicitly remain the property of the Applicant and must be removed from the library at the end of the exhibit period.
4. All exhibited items must fit in the assigned space. Items may not be displayed outside of the case unless authorized by the Public Services Coordinator (PSC) of that library location.
5. External display apparatuses, when permitted, are subject to approval for aesthetics & safety.
6. All exhibits must include the name of the Applicant, along with clear descriptions of the items.
7. Library exhibit spaces are scheduled for one-month periods, unless a different period better meets library needs in a particular situation. Applicants should plan to leave items for the full scheduled period. Scheduled exhibits may be rescheduled, and installed exhibits may be removed early if the needs of the library change.
8. Exhibit spaces are scheduled no more than three months in advance. There is no automatic renewal for the same month next year. A new application is required to schedule a future exhibit.
9. The Director of Libraries shall have final authority regarding the use of Library exhibit or display spaces and/or cancellation or discontinuance of meeting room reservations.
- 10. Applicants place items for display at their own risk and should think carefully before placing any items of monetary value in an exhibit. There will be no payment for, or replacement of, items lost or damaged as a result of the items being on display at any Arlington Public Library location. Insurance coverage is not provided. If desired, the Applicant must insure their belongings at their own expense.**

PROCEDURES:

1. Applicants interested in using a Library exhibit space will submit a completed *Application for Use of Exhibit Space and Release of Liability* to the PSC at the location housing the exhibit space.
2. PSCs will approve or deny applications based on library needs and compliance with exhibit guidelines. Denied applicants will receive an email or phone call stating the reasons for denial, which may be appealed to the Director of Libraries.
3. Applicants will submit an inventory list to the Supervisor in Charge (SIC) when exhibit materials are installed. Both Applicant and SIC will sign a verified inventory list and each will retain a copy.
4. Exhibits should be installed on the first available day of the scheduled period and be removed on the last available day of the scheduled period. All items not removed by the Applicant by the end of their scheduled time will be removed by library staff and kept in a secure location for thirty (30) days. Exhibit items unclaimed after thirty (30) days will be reported as unclaimed property and items will be released to APD property room or if valued at less than \$100 it will be disposed or discarded as allowed by law.



ARLINGTON PUBLIC LIBRARY SYSTEM
EXHIBIT ITEMS INVENTORY

DWTN LA SE SW WW
Circle location in system

Name (Organization and/or Individual) _____

Telephone number and email address _____

Name, telephone number and email address of person responsible for delivery and pickup of items (if different)

Exhibit set up date _____

Exhibit removal date _____

(Reminder: items unclaimed by after thirty (30) days will be:

- Value of \$100 or more - reported as unclaimed property and items will be released to APD property room
- Value less than \$100 will be discarded.

INVENTORY

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

(Continue listing on reverse if more space is needed.)

APPLICANT signature _____

LIBRARY STAFF MEMBER signature _____

DATE _____