



# Request to Use Library Exhibit Space & Policy

WILLIAM P. FAUST

**Public Library of Westland**

6123 Central City Parkway

Westland, MI 48185-9118

(734) 326-6123



**PUBLIC LIBRARY OF WESTLAND  
REQUEST FOR PUBLIC USE OF EXHIBIT SPACE**

When completed, this form should be returned to the Public Library of Westland, 6123 Central City Parkway, Westland MI 48185. A Hold Harmless Agreement for this proposal must be attached for the exhibit to be considered.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Proposed starting date of display: \_\_\_\_\_ Ending date: \_\_\_\_\_

Alternate starting date: \_\_\_\_\_

Subject of display: \_\_\_\_\_

Items to be included: \_\_\_\_\_

Type of exhibit space requested: (check one, please)

- Display Case
- Display Shelves
- Wall Space

Have you read the Exhibits Policy as approved by the Board of the Public Library of Westland?

- Yes
- No

You will be notified by the Exhibits Committee in response to your proposal.

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Official Use Only

- Exhibit not selected at this time. Thank you.
- Exhibit accepted for: \_\_\_\_\_ to \_\_\_\_\_ .

Please plan to set the exhibit up on the first day and to remove by the close of the last day.

Form  
Adopted Dec. 18, 1996

# Public Library of Westland

## INDEMNITY/HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, the undersigned organization or individual agrees to indemnify and hold harmless the City of Westland and the Library Board, its elected and appointed officials, employees, agents, servants, and volunteers and others working in behalf of the City or Library, from and against any and all injury, loss, cost, expense, damage, liability or claims, whether groundless or not, which are caused by or are as a result of the intentional or negligent actions of the organization or individual; Except that the organization or individual shall not be responsible to the City or Library for damages directly, wholly or exclusively caused by or resulting from the City of Library's sole negligence. The organization or individual shall, at its own cost and expense, defend any such claim, suit, action or proceeding which may be commenced against said organization, individual or against the City or Library; and the organization or individual shall pay any and all judgements or settlements which may be recovered in any suit, action or proceeding, and any and all expense, including, but not limited to, costs, attorney's fees and settlement expenses which may be incurred by reason of any such claim, suit, action or proceeding.

\_\_\_\_\_  
 Organization or Individual Event

Scheduled: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Organization President (or responsible person) or Individual

\_\_\_\_\_  
 Typed or Printed Name

Title: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Form  
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