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.

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

(Library/Ops/Policy/PolMan.wpd, 4/29/96)
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: _______________________________________________________
SECTION V. OPERATIONS

F. Exhibits Policy

The exhibit units in the library are intended for the display of items related to programs, services, or collections provided by the library. When available, these spaces may also be used by individuals or organizations in the community, subject to the following criteria:

- Request to display will be reviewed by a Library Exhibit committee.
- Reservations for the use of exhibit areas by the public for items of a similar nature or for coinciding dates will be on a first-come, first-served basis.
- Use of exhibit areas is dependent on available space and display units.
- Organizations wishing to utilize exhibit space must currently hold non-profit status and be engaged in educational, cultural, intellectual, or charitable activities.
- Use of the exhibit space is intended for non-commercial use exclusively.
- "Proposal for Public Use of Exhibit Space" forms (appended) must be submitted in writing to the library.
- Exhibits should reflect public interest, seasonal or calendar events, and variety.
- Exhibits should be aesthetically pleasing.
- Exhibits should facilitate cooperative relations between the library and the community it serves.
- Exhibits should represent fair and equitable treatment concerning issues of potential controversy.

The Exhibit Committee will notify exhibitors of proposal acceptance or denial, dates of exhibit, and a date and time for set up and take down of the exhibit. Individuals or organizations wishing to utilize exhibit space are responsible for providing materials for the display, as well as designing and creating the exhibit. Related library materials may be used to supplement the exhibit.

The Public Library of Westland is not responsible for the security of items included in public displays and exhibitors must submit a signed Hold Harmless Agreement in conjunction with use of exhibit space at the time the proposal is submitted.

The viewpoints or perspectives presented in public use of library exhibit space are not endorsed by the library. The space simply provides a public forum in which to display educational, cultural, or charitable materials.

Any citizen who questions the inclusion of an item in a public display may complete a "Patron Concern about Exhibits" form (appended) which will be routed to the Exhibits Committee. The Committee will present a recommendation regarding the concern to the Library Director. The Library Director will investigate the concern and present the concern to the Library Board. Following the Library Board's decision the Director will notify the library patron of the decision in writing. The decision of the Library Board is final.

*Adopted Library Board, December 18, 1996.*