



# Display Case Agreement

Lake Forest Library  
360 E Deerpath Rd  
Lake Forest IL 60045  
display@lakeforestlibrary.org  
847.234.0636

Library staff use	Month/Date range	
	Display set-up	
	Display take-down	

Thank you for your interest in using the display cases in the Foyer at Lake Forest Library. By signing this agreement, applicants indicate that they accept the risks of displaying in a “public gallery venue” and release the Library from any and all responsibility for loss or damage to displayed materials.

You are encouraged to read the Library’s “Use of Display Areas” procedures included with this agreement.

After you submit this agreement to the Library, we will review the request and let you know what dates you may use the display case(s).

Today's date

Name/Group

Street address

City/State/Zip code

Email

Phone

Display(s) requested

Month/Year requested

Description of display or Artwork

West display case

East display case

May the Library use photos of your display in digital and print media?

Yes

No

May the Library send PR information about your display to the media?

Yes

No

I understand that the Library is not responsible for my display items.

Yes

No

I agree that I am responsible for setting up and taking down my display at the assigned time.

Yes

No

The undersigned agrees and accepts the provisions set forth in the Library’s “Use of Display Areas” policy.

Signature of Applicant

Signature of Library Staff Member granting approval

# Lake Forest Library

## PROCEDURES FOR USE OF DISPLAY AREAS

*Display and exhibit facilities are to be used to further the mission of the Library.*

A lobby bulletin board is available for announcements by non-profit organizations of civic, cultural, or educational events. Posters submitted to the Communications Department will be displayed on a “first-come, first-served” basis.

No organization or individual shall be permitted to place in the Library any receptacle that solicits monetary donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product, service, or item sold by any commercial or charitable enterprise; however, posters announcing bazaars or programs may be displayed provided there is room for such displays and they are of reasonable size. Such displays shall be on a “first-come, first-served” basis as noted above.

The glass-enclosed display cases are available to the public for the display or exhibit of materials of community interest.

In order to guarantee equal opportunity for all members of the community, no individual or organization may use the exhibit cases more than once per calendar year. Art exhibits which include saleable items are permissible, providing no price tag is affixed to any work.

The use, by individuals or organizations, of the Library’s facilities for displays and/or exhibits, other than those which pertain to the Library, is not a right but a privilege which is subject to review by the Board of Trustees.

The Library Director approves exhibits and displays subject to the following conditions:

- No poster, display, exhibit, pamphlet, brochure, leaflet, or booklet shall be exhibited, displayed, or placed in the Library for distribution without the permission of the Library Director.
- No organization or individual shall be permitted to display or exhibit any materials, leaflets, or posters which advocate the election or defeat of a candidate for public office, or which advocate an affirmative or negative vote for or against any proposition, whether political or otherwise.
- The Library is not responsible for any damage to or loss of exhibited or displayed materials.