

MISSOULA PUBLIC LIBRARY
EXHIBIT APPLICATION

Please fill out form completely. Applications are due at least **two weeks in advance**. Submit completed form to the contact information listed below. Please allow 48 hours for library staff to respond to your application.

EXHIBITOR:

Name: _____

Contact person, if group: _____

Address: _____

Telephone: _____ day _____ evening

Email _____

May we give this info. to public, if asked: Y or N (circle one)

EXHIBIT:

Title: _____

Contents: _____

Size/Type of Display Space requested: _____

OTHER INFORMATION:

Month/year you would like exhibit to run: _____/_____

WAIVER OF INSURANCE:

I have read and agree to abide by the Library Exhibition Policy of Missoula Public Library (see reverse).

I will not hold Missoula Public Library liable for any damages, injuries, or theft of the items contained in the exhibit.

Signature of Exhibitor _____

Date: _____

Signature of Director/Assistant Director _____

Date: _____

Missoula Public Library
301 E Main St
Missoula MT 59802
Phone: (406) 721-2665
Fax: (406) 728-5900
msslplib@missoula.lib.mt.us

OFFICE USE ONLY

Date to Install: _____

Date to remove: _____

Library Gallery Exhibition Policy

Purpose – The Missoula Public Library display cases are provided to support library-sponsored programs and as a service for community exhibits. Content of non-library exhibits is not endorsed by the library and is the sole responsibility of the exhibitor. MPL display space allows groups to publicize activities, history, and current projects.

Restrictions – Eligible exhibitors may include government, school, and non-profit organizations such as community, youth, and arts groups whose aims are educational, cultural, informational, and lawful. Displays may not contain commercial components or concern political parties, political candidates or ballot issues.

Scheduling – Exhibits may be scheduled by submitting an application to the library at least two weeks but no more than three months before the display period.

Installation – Exhibits will be installed and removed by members of the sponsoring organization. Exhibits can be installed on the first day of the month that the library is open. They must be removed by the last open day of the month. Exhibits not removed in a timely manner may be removed by staff.

Sales – Exhibition items may not be priced for sale.

Publicity – All publicity is the responsibility of the exhibitor.

Security – Library facilities are designed to be reasonably secure. Exhibitors may staff their displays, but the library cannot provide personnel to guard installations. The library is not financially responsible for loss or damage to any exhibits. Exhibitors must assume responsibility for damage caused to MPL facilities by their display should it occur.

Insurance – The county's insurance only covers property owned by the library. Exhibitors wanting insurance must arrange for it themselves.

Hours – The display area is open only during normal public building hours.