

Exhibition Reservation Form – Meekins Library

Exhibition dates requested _____

Set up date and time: Date _____ From _____ to _____

Breakdown date and time: Date _____ From _____ to _____

Area Requested:

Neil Hammer Gallery _____

Rotunda: _____

Other: _____

Name of Applicant (print): _____

Address: _____

Telephone: _____ **email:** _____

Do you plan to have a Reception? Yes ____ **No** ____

Proposed date of reception _____

I have read the Library Meeting Room Policy and agree to the following:

- 1) I am over 21 and will be in attendance during set up and breakdown and during the reception (if scheduled).
- 2) I will be responsible for setting up and taking down any furnishings needed for the event.
- 3) I will be responsible for a topical cleaning of the area after the reception and when my exhibition is over and will leave the room/area in the condition in which it was found.
- 4) I will be responsible for costs associated with extra cleaning if necessary.
- 5) I will be responsible for costs incurred by the library for damage to the library or the exhibition area during my reception.
- 6) I will take an accurate count of people attending the reception and record it on the form kept in the Hawks~Hayden Room for this purpose.
- 7) I have read and agree to all other rules of use for the specific area I am reserving.
- 8) If my exhibit needs to be cancelled, I will notify the library as soon as possible.

Permission is hereby requested for use of exhibition space. The person signing this request has read the [Meeting Room Policy](#), the [Hawks~Hayden Room Procedures](#), and pledges his/her cooperation.

Signed: _____ **Date:** _____

Approved: _____ **Date:** _____

It is recommended that this form be returned as early as possible to insure gallery availability.