



DISPLAY APPLICATION

For Temporary Exhibits Installed at Montgomery County Memorial Library System

Return completed application to: **West Branch Library**

202 Bessie Price Owen Drive Montgomery, TX 77356

FAX (936) 788-8349

Applicant Information

Date of Application: _____

Applicant Name: _____

Organization Name (If Applicable): _____

Address: _____

Phone: _____ Email Address: _____

Applicant Library Card Number: _____

Authorized Individuals (For Installation and/or Removal of Display Materials)*:

1) _____ 4) _____

2) _____ 5) _____

3) _____ 6) _____

**Applicant and/or Authorized Individual must present a photo ID in order to install or remove display material.*

Display Information

Displays must be of an educational, cultural, or intellectual nature, and should not be commercially or politically motivated. All displays are subject to final approval. Confirm request with Library staff at 936-788-8314 ext.6283.

Display Description: (Include a general description as well as specific contents, along with images if necessary)

Display Space Requested (Select all that apply):

Downstairs Case (One case, diagram available)

Other Area (Please be specific) _____

Month Requested: (A maximum of two months per calendar year may be reserved up to six months in advance)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Requested SET-UP Date: _____ AM PM

Requested PICK-UP Date: _____ AM PM

USE AGREEMENT:

Montgomery County ("County") has adopted an Exhibits and Display Policy ("Policy"), and said Policy is incorporated herein by reference and shall be binding upon the Applicant and the Applicant's group as a whole. A copy of the Policy will be provided upon request. Applicant shall be responsible for costs to repair any damage to the County property caused by the Applicant or Applicant's Group. **APPLICANT SHALL INDEMNIFY COUNTY AND HOLD COUNTY HARMLESS FROM AND AGAINST ANY INJURY, CLAIM, PROPERTY DAMAGE OR LOSS SUFFERED BY ANY PARTY AND ANY CLAIM, LEGAL SUIT, LEGAL ACTION, AWARD OR COST, INCLUDING ATTORNEYS FEES, ARISING FROM THE USE OF THE LIBRARY DISPLAY AREAS BY APPLICANT OR APPLICANT'S GROUP.**

Damage to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible. The exhibitor or organization and its members, jointly and severally, assume and shall bear full responsibility for loss of, or injury or damage to, any property of the Montgomery County Memorial Library System as shall be caused or inflicted by the using individual or organization.

Applicant's Signature: _____ Date: _____

Applicant's printed name: _____ Organization: _____

LIBRARY STAFF USE ONLY: **(Circle One):** **Approved** **Denied**
Scheduled Date of Installation: _____ **Date of Removal of Display:** _____