



## Leavenworth Public Library Display Case Reservation Request Form

Any organization or individual desiring to schedule use of display cases needs to provide a written request identifying the topic and provide a description of the proposed display at least six weeks in advance.

Today's Date \_\_\_\_\_

Name of Organization or Individual \_\_\_\_\_

Display Theme with Brief Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

One Case *or*  Both Cases

Date & Time for Display Set Up \_\_\_\_\_ for Display Removal \_\_\_\_\_

Name, Phone and/or Email of Person Responsible for Display Set Up & Removal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The back surface of the case is thin corkboard. Thumbtacks and pins may be used. The dimensions of the display cases are 40 inches tall by 44 inches wide. The glass doors lock securely, though the Library does not advise displaying extremely valuable or heirloom items. If the display has not been removed as scheduled, Library staff will clear the display case. The Library is not responsible for lost or damaged items.

**Leavenworth Public Library Policy Display Cases** – The entryway display cases may be reserved up to twelve months in advance, on a first-come, first-served basis. Library displays have precedence. Exhibits are scheduled for no more than one month with no more than one display case reservation per group per calendar year. The organization or individual is responsible for setting up and taking down the display and bringing all necessary supplies. A Leavenworth Public Library Display Case Reservation Request Form must be filled out and returned to the Reference desk at least six weeks prior to the scheduled requested date. The display cases are locked; however, the Library assumes no responsibility for the security, damage, or theft of any item in the cases. Items or services for sale may not be advertised in the display cases, and specific fund-raising events may not be the theme of the display.

If you have questions or need to alter the reservation, contact the Library at (913) 682-5666, ext. 2100.

Submitted By \_\_\_\_\_

Date \_\_\_\_\_

**Library Use Date Submitted** \_\_\_\_\_ **Date Approved** \_\_\_\_\_