

DISPLAYS AND EXHIBITS APPLICATION FORM

Pewaukee Public Library

In submitting this application, I attest that I have read and accept the Library's Displays and Exhibits Policy.

APPLICANT

(APPLICANT AND / OR GROUP IS RESPONSIBLE FOR DISPLAYED OR EXHIBITED ITEMS.)

NAME:		Waukesha County Library Card# (required):	
PHONE:		EMAIL ADDRESS:	
ADDRESS:			
GROUP NAME (if applicable):			

DISPLAYS and / or EXHIBIT INFO

What is the purpose of the display?

Describe the proposed display or exhibit (types of items to be included, subject matter and medium of any artwork, etc.):

RESERVATION DATES

Displays and exhibits are generally displayed/mounted for a month at a time but exceptions can be made. Please list your 1st and 2nd date (range) choices.

NOTES

1 st date choice:	From:	To:	
	MM / DD / YYYY	MM / DD / YYYY	
2 nd date choice:	From:	To:	
	MM / DD / YYYY	MM / DD / YYYY	

NOTE: this is an application, not a reservation form. No plans should be made regarding the use of the display or exhibit area and no advertising should be done until a written confirmation is received via email or mail. Confirmation should be received within 5 to 10 business days.

Please return a completed application to the *Administrative Assistant* or any *Public Service desk* and they will route to Admin Asst. Or fax to 262.691.5673 or email: meetingrooms@pewaukee.lib.wi.us.

If you have any questions, please refer to the Displays and Exhibits Policy which is found on the library's website: www.pewaukeelibrary.org or call 691.5670, ext 21 or the email address above. *Thank you!*

FOR ADMINISTRATIVE USE ONLY

Date Received:		Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO
Notified Date:		<input type="checkbox"/> Verbal <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail
Notes:		