DISPLAY AND EXHIBIT REQUEST AND RELEASE FORM
Nesmith Library, Windham, NH
www.nesmithlibrary.org  603-432-7154

☐ Display Case  ☐ Display Table (Collections less than 9" high)

Title of display/exhibit: __________________________________________________________

Purpose: _______________________________________________________________________
_____________________________________________________________________________

USER/Sponsoring organization: _________________________________________________
(If applicable)

Applicant name: _______________________________________________________________

Applicant address: _____________________________________________________________

Home phone: ___________________  Cell phone: _________________________________

Display/exhibit starting date: _______________  Ending date: _______________
(Display/exhibit time limited to four weeks)

RESTRICTIONS: The USER listed above agrees to abide by the rules and regulations as established by
the LIBRARY, and by signature below, the USER acknowledges receipt of a copy of the Policy on the
Role of the Nesmith Library as a Community Activities and Information Center, and has read and
understands said policy.

RELEASE/INDEMNITY: By signature below, the USER agrees that the LIBRARY and its staff assume
no responsibility for the preservation, protection, or possible damage or theft of an item or items displayed
or exhibited. To the fullest extent permitted by law, the USER listed above agrees to indemnify and hold
harmless the LIBRARY, its agents, and employees against any and all claims, suits, and demands,
liabilities and damages, including attorney’s fees and litigation costs and expenses, resulting from or
arising in connection with or incidental to the User’s use of the LIBRARY for display and exhibition space.

Applicant’s signature: _______________________________  Date: ____________________

NOTE: Requests for display and exhibition space are subject to approval of the Library Director.
 request approved  request denied

NOTIFIED (date): ________ Person ________ Message ________ Answering machine

Rev. 12-6-18