



## **Displays**

The Frank L. Weyenberg Library (FLWL) welcomes the opportunity to offer community groups, organizations, and individuals use of the library's lobby case and/or gallery. Space is provided for displays of an educational, cultural or recreational nature, and not for the sole purpose of specific event promotion or sales.

Patrons or organizations wishing to use such space may be required to submit photos of materials to be displayed. Final acceptance of a display shall be at the discretion of the Director. Acceptance of a display by the Library does not constitute an endorsement by FLWL of the exhibitor's policies or beliefs or a partnership between the exhibitor and FLWL.

Items displayed must fit within the physical confines of the exhibit area. No items may be hung over the rotunda's railings unless agreed upon by FLWL. No items may be placed on window ledges or in the foyer unless agreed upon by FLWL. FLWL does not assume responsibility for damage to materials or equipment owned by the individual or group using the display area. Any group that damages library property or equipment will be billed for repairs.

It is the responsibility of each exhibitor to set up and remove a display in a timely manner, based on the dates agreed upon at time of exhibit acceptance. Use of the lobby display case is scheduled for a period of one calendar month. Exhibits in the gallery are scheduled for a period of two consecutive calendar months. FLWL does not carry insurance on, and is therefore not responsible for, any items owned by the exhibitor. Exhibitors must sign and return the exhibit release form prior to the initial exhibit date.

## Exhibit Release & Waiver of Liability for Damage to Displays

Description of materials on loan:

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Dates of exhibit: \_\_\_\_\_

Library Display Area:            Lobby case: \_\_\_\_\_            Gallery: \_\_\_\_\_

Printed name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

The undersigned, for myself and on behalf of any other individual or organization with an ownership interest in the items or materials being displayed, hereby agree to hold harmless the Frank L. Weyenberg Library of Mequon-Thiensville (FLWL), its Trustees and Officers individually and in their corporate capacity, its agents and its employees, from and against any and all loss, including attorney fees, damages, expenses and liability (including statutory liability) in conjunction with claims for damages as a result of property damage, tangible or intangible, to materials exhibited, displayed, and/or presented by the undersigned on the library's premises said damage to materials including the loss of real value, market value, or perceived value of work, as well as loss of use of tangible property which has not been physically injured or destroyed, resulting from:

1. delay or lack of performance by or on behalf of FLWL of any contract or agreement; and/or
2. failure of FLWL or of work performed by or on behalf of FLWL to meet the level of performance, quality, fitness or durability warranted or represented by FLWL.

**I, the undersigned, hereby lend the following materials to the Frank L. Weyenberg Library for exhibition purposes only. On behalf of myself and any other individual or organization with an ownership interest in these items or materials, I release the FLWL of any and all responsibility for loss of, or damage to, my display items while they are in the possession of FLWL.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_