

**Stark County District Library  
Exhibit and Display Request Form**

Requests may be submitted six (6) months in advance but no later than one (1) month prior to the date the exhibit begins.  
Complete form and return to library location intended for display.

Date submitted \_\_\_\_\_ Date received \_\_\_\_\_

Contact information:

Name of requestor \_\_\_\_\_

Agency/organization \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email (optional) \_\_\_\_\_

Display information:

Title/Feature \_\_\_\_\_

Begin Date \_\_\_\_\_ End Date \_\_\_\_\_  
(1 – 2 week period, unless otherwise scheduled)

Library location \_\_\_\_\_

Display units available at the Main Library. (Please contact individual branches for available units.)

<b>Horizontal floor case - main lobby</b> (Dimensions 79”L x 22”W x 25”H)	<b>Table top case - 2<sup>nd</sup> level</b> (Dimensions 58”L x 27”W x 6”H)
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Special requirements/equipment needed (table, outlet, extension cord, etc.)

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**Requestor’s signature** \_\_\_\_\_

I understand that the Library has the discretion and overall approval of such request and reserves the right to alter, adjust, or remove such request. I understand the Library is not responsible for storage, damage, or theft of display material. I am responsible for removal, and upkeep of such request, and/or any damage that may incur to Library property. I agree to the library criteria sheet, policy, and the library is not responsible for lost/damaged/stolen material.

