

Mahopac Public Library Exhibit and Display Application

This form must be submitted to and be approved by the Mahopac Public Library at least 6 weeks prior to the scheduled date of the event. A separate form is required for each date requested.

Name of Applicant: _____
Address: _____
Phone: _____ Fax: _____

Sponsoring Organization: _____
Address: _____
Phone: _____ Fax: _____
Purpose of Organization: _____

Exhibit and Display Information

Dates Requested: _____
Set-Up (day, date) _____ to Removal (day, date) _____
Reception Date and Time: _____
Purpose of Exhibit: _____

Exhibit/Display Requirements (Check all that apply.):
 Gallery (3rd floor) Floor space (specify _____)
 Display case (specify _____)

Contents/Description (Please list number and type of items, etc. Library may require visual representation of layout. Attach additional sheets if necessary.):

I/We have received a copy of the Mahopac Public Library Exhibits and Displays Policy and Procedures and I/we agree to abide by all of the stated rules/regulations.

Name (print): _____

Signature: _____ Date: _____

(Implies an understanding of, and agreement to abide by, the Mahopac Public Library Exhibit and Display Policy and Procedures.)

MPL APPROVAL: _____ Date: _____

For Mahopac Public Library accounting office use only

Invoice # _____ Check # _____ Paid Date _____
Amount _____