

DeKalb Public Library Display Case Reservation Form (AS)

If an individual or group would like to reserve more than one month, the individual or group must fill out a Display Case Reservation Form for each month. The DeKalb Public Library will announce the contents of each month's display cases in a weekly newspaper article and in an email notice to subscribers, as space permits. The exhibit owner is encouraged to provide a detailed description of the display for publicity purposes. No other publicity will be provided by the DeKalb Public Library.

Submission of this application signifies acceptance of the terms of the Building and Grounds policy §503b (provided with this application).

Reservation Information

Name of group or individual: _____

Requesting case reservation for (month/year): _____

Date of this request (month/day/year): _____

Contact Information

Name: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Display Information

Display Theme/Event/Topic: _____

Physical inventory of display: _____

Total monetary value of display: _____

(Over)

Publicity description of display, to be used in print media: _____

Policy Agreement *Please initial after each statement*

By submitting this application, I signify that I accept responsibility for my/the organization's use of the DeKalb Public Library display cases, have read and understood the Building and Grounds policy §503b, and will adhere to the Building and Grounds Policy §503b. []

I understand that I am/the organization is responsible for installing the display no earlier than the first day of the month and removing the display no later than the last day of the month. []

Library Contact Information

Katherine Keyes, Public Relations Coordinator
815-756-9568 ext 26 • kathyk@dkpl.org
309 Oak Street, DeKalb IL 60115

Dee Coover, Director
815-756-9568 ext 24 • deec@dkpl.org
309 Oak Street, DeKalb IL 60115

FAX: 815-756-7837

Please drop off, mail, or fax this form to the location, address or number above BEFORE your display is installed.

FOR STAFF USE ONLY

| | | |
|--------------------------------------|----------------------------|-----------------|
| Director or designee approval _____ | Date _____ | Scheduled _____ |
| Publicity description provided _____ | | |
| Display installed date _____ | Display removed date _____ | |
| Notes _____ | | |
| _____ | | |