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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **Exhibit Name** |  | | |  | | | **Description** |  | | |  | | |  | | |  | **🞏 Wall** | **🞏 Cases** | | **Exhibition Dates** |  |  | | *Start Date* | *End Date* | |  |  | | | **Setup** |  |  | |  | *Date* | *Start Time – End Time* | | **Breakdown** |  | | |  | *Date* | *Start Time – End Time* | | | For Library Use Only  Application Received: \_\_\_\_\_\_\_\_\_\_\_  Approved: \_\_\_\_\_\_\_\_\_\_\_  Scheduled: \_\_\_\_\_\_\_\_\_\_\_  Room: \_\_\_\_\_\_\_\_\_\_\_  **Insurance Required: Y / N**  **Insurance Received: \_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |

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| **Artist’s Reception - Optional** | | | | |
| **Date:** |  | **# Tables:** |  | Equipment Requested:  🞏 LCD Projector\*\*  🞏 Projection Screen  🞏 BluRay / DVD Player  🞏 Sound system  🞏 Microphone  🞏 Podium  \*\* if you are connecting a MAC, you must provide the necessary cables. |
| **Time:** |  | **# Chairs:** |  |
| **Setup:** |  | **Room Layout:** |  |
|  | *Start Time – End Time* | *(see Room Layouts on separate page)* | |
| **Breakdown:** |  |  | |
|  | *Start Time – End Time* |  | |

|  |  |
| --- | --- |
| **Exhibitor / Organization:** |  |
| Contact Name: |  |
| Address: |  |
| Day / Work Phone: |  |
| **Evening / Home Phone:** |  |
| Cell Phone: |  |
| Email: |  |
| Emergency Contact Name / Phone: |  |

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| Additional Notes: |  |
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| **Available Facilities**  The Gallery/Community Room has a folding divider which allows the room to be separated into two sections. Proposals may be submitted for exhibits in the entire Gallery or utilizing only one section of the Community Room. Please refer to **Gallery Exhibit Policy** and **Gallery Exhibit Procedures** | **Maximum Capacity** |
| Room A+B (Entire Room) | 170 people |
| Room A (Smaller section) | 80 people |
| Room B (Larger section) | 90 people |

**I understand that my works may potentially be viewed by patrons of all ages.**

**I have read and understood the Louis Bay 2nd Library and Community Center Gallery Exhibit Policy and by signing below, agree to comply with the Policy and Procedures in their entirety.**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Authorized Signature* |  | *Date* |
|  |  |  |
| *Print Name* |  |  |
|  |  |  |
| *Organization* |  |  |
|  |  |  |
| *Title* |  |  |