CITY OF PASADENA
DEPARTMENT OF INFORMATION SERVICES

# Application to Use City Library Exhibit Space

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**PART A: GENERAL INFORMATION**

Group or Exhibitor Name: _____

Contact Person: _____

Address: _____

Telephone: _____
E-mail:

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**PART B: DESCRIPTION OF EXHIBIT**

Please describe below the purpose and nature of the exhibit and types of art and/or media to be exhibited.

Title of Exhibit: _____

Description: _____

_____

_____

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**PART C: REQUEST**

DATE REQUESTED (one month)

First Choice: _____

Second Choice: _____

Third Choice: _____

CASES REQUESTED (see diagram)

First Choice: _____

_____

Third Choice: _____

FREESTANDING EXHIBIT:
Location: _____

Exhibitor's display stand (describe below and attach drawing, if necessary)



*R/clerical-support-forms-exhibit-application*

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**PART D: STATEMENT OF RESPONSIBILITY**

Monetary value of work in exhibit: _____

Insurance company: _____

Insured amount: _____

I am aware that the Pasadena Public Library serves a public of all ages and backgrounds who may view this exhibit. I have read the Exhibitor Guidelines and will be personally responsible for compliance with all rules regarding the use of the space. I understand that the Library and the City are not responsible for damage or loss of any items in the exhibit. I will be responsible for setting up my display after the library opens on the first day of the exhibit and for removing all of the display before the library closes on the last day of the exhibit.

Signature: _____ Date: _____

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**PART E: APPROVAL**
*(For completion by Library Staff)*

☐ Permit Approved: _____ Date: _____
(Library Director's Office)

DATE OF EXHIBIT: _____

CASES FOR EXHIBIT: _____

☐ PERMIT NOT APPROVED: *Reason stated below or on attached sheet*

Signature: _____ Date: _____
(Department Director or Delegate)