

**Cedar Falls Public Library**  
**POLICY OF USE OF COMMUNITY DISPLAY CASE (1<sup>ST</sup> FLOOR)**

1. Local community organizations are welcome to use the community display case, a gift in 1982 from Friends of the Library and the Altrusa Club. Display periods not already allocated by the library may be reserved through the reference desk of the library.
2. The recommended display period will be one month.
3. No nails, double-sided tape, or other devices for hanging on the walls.
4. Subject matter of the display must be appropriate for the library's public space.
5. The library is a public building, and while the display case can be locked, the library is not responsible for securing items in the display case.
6. The library will assume no responsibility for displays other than its own. It is the responsibility of each organization using the display case to remove the display on the last day of the reserved period.
7. The Cedar Falls Public Library reserves the right to accept or reject the contents of each display.
8. The display case must be left in its original condition. Clean-up and any damage to the case is the responsibility of the user.
9. The display case may not be reserved more than three months in advance.

**APPLICATION FOR USE OF COMMUNITY DISPLAY CASE (1<sup>st</sup> Floor)**

Name of Organization: \_\_\_\_\_

Name of Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_

I have read the community display case policy and agree to abide by it.

Signature: \_\_\_\_\_

Date:

Reviewed/revised: 01/07/2015, 02/06/2019