

Cedar Falls Public Library
POLICY OF USE OF COMMUNITY DISPLAY CASE (1ST FLOOR)
ALTRUSA CLUB DISPLAY CASE

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 may be used for hanging on the walls.
4. Subject matter of the display must be appropriate for the library's public space.
5. While the display case will be kept 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. Displays are to be installed during the first week of the display period and removed the last week by the organization. Items left in the case become the property of the library.
10. The display case may not be reserved more than three months in advance.

Revised 1/7/15, 2/6/19, 5/4/22, 1/7/26

APPLICATION FOR USE OF COMMUNITY DISPLAY CASE (1st Floor)

Name of Organization: _____

Name of Individual: _____

Brief Description of the Display: _____

Address: _____

Phone: _____ Email: _____

Date Requested: _____

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

Signature: _____

Date: _____