



RICHARD SALTER STORRS LIBRARY  
693 Longmeadow Street  
Longmeadow, MA 01106

### Art Exhibit Reservation Request and Release

Please complete this application and return it to:

**Jen Klatte - Exhibit Facilitator**  
**Richard Salter Storrs Library**  
**693 Longmeadow Street**  
**Longmeadow, MA 01106**

FOR LIBRARY USE ONLY

Date Application Rec'd:

Date Application Approved:

Confirmation Letter: Sent:

Name:

Address:

Home Phone:

Cell Phone:

E-mail:

Website:

Briefly describe the exhibit and the number of works to be exhibited:

Month/year you wish to reserve the exhibit area:

(Exhibit space may be reserved by calendar month only.)

Month

Year

I will provide photos by email (landscape orientation) for the Richard Salter Storrs Library to display Online for the purpose of promoting my art exhibit.  Yes ([jklatte@longmeadow.org](mailto:jklatte@longmeadow.org))  No

I would like an evening reception and will include a check for \$25 made out to Richard Salter Storrs Library (please designate art reception in memo)  Yes  No Check included

**The Richard Salter Storrs Library assumes no responsibility for the preservation, protection, possible damage or theft of any item exhibited or displayed. All items placed in the Library are done so at the owner's risk.**

You represent and warrant that you are the sole and exclusive author of the work, and that you have not violated any other party's copyright in your creation and/or derivation of the work. In the event that a third party holds the Richard Salter Storrs Library liable for copyright infringement as a result of the Richard Salter Storrs Library's display of the work, you shall indemnify and hold harmless the Richard Salter Storrs Library.

*I have read, understand and agree to abide by the Library's Art Exhibit Guidelines. I agree to assume full responsibility for the exhibit and ensure that it is installed and removed on time.*

Signature:

Date:

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

Approved by Jean Maziarz-Director of the Richard Salter Storrs Library.