



RICHARD SALTER STORRS LIBRARY
693 Longmeadow Street
Longmeadow, MA 01106

Art Exhibit Reservation Request and Release

FOR LIBRARY USE ONLY

Date Application Rec'd: _____

Date Application Approved: _____

Confirmation Letter: _____ Sent:

Please complete this application and return it to:

**Amanda Damon - Exhibit Facilitator
Richard Salter Storrs Library
693 Longmeadow Street
Longmeadow, MA 01106
Phone Number: 413.565.4182 Ext. 1620**

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 (adamon@longmeadow.org) No

I am interested in hosting an evening reception at Richard Salter Storrs Library
 Yes No

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.

Exhibitor Signature: _____ Date: _____

For Library Use Only Director's Signature _____ Date: _____

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