

Cranbury Public Library Liability Release Policy and Form 1

The Cranbury Public Library provides public access to materials, programs, and services that support the educational, recreational and cultural needs of the community. Exhibitions and displays in the library provide access to cultural resources within the community. They can also provide a creative and alternative format for providing information to the community, which is an integral part of the library's mission.

Exhibitions may be submitted for approval to the Library Director using the form below and adhering to the following conditions

Procedures and Conditions

1. The Library retains the right to make any final decision in regards to the content and/or arrangement of any exhibit that is placed in the library. Any and all items on display as part of an exhibition in the library must meet the standards and value of the library which can be defined as "an acceptable community standard of good taste". The Library Director will retain final decision in this regard
2. The Library will assume no responsibility for any objects or materials associated with the exhibition. Exhibitors, by signing the attached form, will be releasing the library from any and all legal and financial liability for any part of the exhibition. Furthermore, the library will accept no responsibility for exhibition items and/or materials due to loss or damage.
3. Exhibitors will be responsible for the installation and de-installation of their exhibit.
4. The library will provide information and guidance in regards to where and how exhibitors can mount or display their works or materials. The Library can, to a limited extent, also provide materials that can be used to display exhibition items. However, the Library will not be in any way liable for the malfunction of performance of such loaned materials.
5. The exhibitor must submit a small autobiographical statement to the Library that may be used for any publicity.
6. Any documents created to publicize the event, by the exhibitor, must be approved in advance by the Library Director'
7. The Library does not have the physical capacity to provide storage for exhibition objects before installation, nor after de-installation. The exhibitor agrees to remove any exhibition items from the Library premises upon de-installation of the exhibition.
8. No advertisement, nor offer of sale or purchase, may be displayed with the exhibit. Likewise, no sale transactions in regards to any parts of the exhibit may take place at the library. If any parts of the exhibition are in fact for sale, the exhibitor will provide the library with a master list of all sale items, their prices, and their contact information. Library staff will refer any sale/purchase inquiries directly to the exhibitor.
9. Generally, exhibitions at the library will last for a thirty (30) day period.
10. Individual art pieces will not exceed **45 inches in length** and **17 inches in width**.

< Please complete the form on page 2 and return to the library >

Name : _____ Date: _____

Address: _____

Phone: _____

Email : _____

Exhibit Information

Exhibition Title: _____

Number of Exhibit Objects: _____

Inclusive Exhibition Dates

(Date exhibit opens to date exhibit ends) : _____

I have read the following procedures and conditions and agree to adhere to all the stipulations set forth in them.

I further acknowledge that by signing the following form, I am fully releasing the library from any and all responsibility for loss, damage, or destruction of any exhibition objects during installation, display and de-installation of the exhibition.

(Exhibitor Signature)

(Date)

(Printed Name of Exhibitor)