

## **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

### **EXHIBITS, DISPLAYS, AND ARTWORK Waiver and Release from Liability Form**

#### **Policy**

The West Chicago Public Library District's (WCPLD) exhibit and display spaces are available to organizations and individuals engaged in cultural, recreational, educational, historical, civic, or charitable activities.

#### **Procedures**

Preference will be given to exhibits and displays at the WCPLD subject to the following priorities:

1. Those created for Library-sponsored events or whose primary purpose is to benefit the Library or Library-sponsored activities
2. Those created by WCPLD residents
3. Those created by non-profit organizations
4. Those created by students attending West Chicago Schools
5. Those created by units of local government

Library staff will manage the exhibits and displays schedule.

Display of materials does not imply Library endorsement of content, nor will the Library accept responsibility for the accuracy of the statements made in such materials.

Items from individuals or organizations advertising childcare, tutoring, music lessons, items for sale, boutiques, garage sales, fundraising drives, or similar items, or for solicitation or recruitment will not be accepted for display.

Displays or exhibits of a proselytizing nature or those of individuals or organizations which are of an extreme or potentially offensive nature will not be accepted for display. Postings or display of notices, announcements, or materials will not be permitted or allowed that are in violation of any local, state, or other ordinance or statute. Only displays or exhibits consistent with the Library's mission will be permitted.

If questions arise concerning acceptance criteria, the Library Director has final approval of any exhibits, displays, and artwork.

The Library provides a Waiver and Release from Liability form which must be completed by the exhibitor before exhibiting and filed in the Administrative Office.

Approved by Board of Library Trustees: 12/18/1995; 02/25/2002; 08/22/2005; 08/25/2008; 11/28/2011; 01/26/2015; 01/22/2018; 08/23/2021; 9/23/2024

## WAIVER AND RELEASE FROM LIABILITY

I have discussed with representatives from the West Chicago Public Library District (WCPLD) the display/exhibit on library premises of certain property belonging to me described as:

In connection with the display of said property, I understand, agree and acknowledge that:

1. I assume all risk and full responsibility for any loss or damage to the display property or Library property which may occur during the period of display.
2. Neither the WCPLD nor any employee or Board of Library Trustees of the WCPLD shall be liable for any loss or damage to the property.
3. I hereby and forever release and discharge the WCPLD and its employees and Board of Library Trustees from any and all claims, damages, demands, rights of action, causes of action, present or future, resulting from or arising out of display of the property.
4. I understand that obtaining insurance coverage, if any, concerning loss or damage to the property shall be my sole responsibility.
5. I assume full responsibility for any loss or damage to Library property which may occur as a result during the installation or removal of the display.

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

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