



Somers Library
Route 139 & Reis Park, Somers, NY 10589
914-232-5717 www.somerslibrary.org

Displays and Exhibits Policy

Displays and exhibits are an integral aspect of the services offered by the library. To ensure that displays and exhibits are properly designed and safely situated and displayed or exhibited, all displays and exhibits must be approved by the director in accordance with the following guidelines:

- A. Displays and exhibits of art, memorabilia, and/or collectibles are permitted in designated display and exhibit areas and locations in the library provided that they shall be for non-commercial purposes and of interest to a large segment of the community and be of artistic, cultural, historic, or literary merit, unless otherwise provided herein below.
- B. All promotional materials related to any display or exhibit placed in the library must be approved by the director. All display and exhibit materials must be provided, promoted, installed, and removed by the exhibitor in coordination the director.
- C. Exhibitors shall indemnify and hold harmless the Town of Somers and the Somers Library, and their respective board, commissions, and employees from and against any and all claims, losses, damages, liability, suits, costs, and expenses, whatsoever, including reasonable attorneys' fees arising out of or in connection with any injuries, damage or harm proximately caused by the exhibitor or its employees, agents, volunteers or representative and/or the exhibitor's display or exhibit.
- D. Displays and exhibits shall not promote, advocate, or advertise commercial, political, religious, discriminatory, offensive, or obscene ideas, concepts, events, causes, and activities. Displays and exhibits shall not serve as a distribution center for newsletters, books, newspapers, or other materials which are not part of any of the Town of Somers and the Somers Library's special or general collections.
- E. Displays and exhibits may include price and exhibitor contact information. Each exhibitor is solely responsible for his or her own sales which must take place off the library premises. The Town of Somers and the Somers Library will not be involved in any negotiations or sale representing either the exhibitor or buyer.
- F. If any fund-raising effort to benefit the library is contemplated in connection with the exhibit, this must be discussed in advance with the Library Director or Exhibit Coordinator.
- G. No items or works may be stored, temporarily or otherwise, anywhere in the library.
- H. The exhibitor is responsible for any and all damages to the library building and contents or to Reis Park which may be sustained by reason of action or lack of action on the part of the exhibitor in the setting up, displaying, and taking down of the exhibit.
- I. The Application for use of the Library Gallery should be completed, signed, and returned to the Exhibit Coordinator three months prior to the exhibit. Signing the application binds the exhibitor to acceptance of full responsibility for the requested use and to compliance with these regulations.



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- J. For group showings, each member participating in an exhibit must sign this application as well. Please contact the library three months in advance of the exhibit to establish the days and times for setting up and taking down the exhibit with the Program Room Scheduler or the Exhibit Coordinator.
- K. Exhibitors must set up and take down their exhibit during their scheduled time. If you need to cancel an exhibit, you must call as soon as possible, preferably three months prior to the scheduled exhibit.
- L. The exhibitor is prohibited from disturbing or disrupting normal Library operations, nor interrupt the regular duties of the staff unless there is an emergency.
- M. An exhibitor is prohibited from entering the Program Room to hang their work or take it down while a previously scheduled program or meeting is taking place.
- N. The exhibitor must bring his/her own supplies when setting up or taking down the exhibit. The library provides hanging rods for the paintings or photography with approximately thirty hooks. Please ensure that the exhibits are securely attached to their frames and the frames have wires to position them on the hooks. Nothing may be attached directly to the walls or doors. Works may not be hung over the video window in the Program Room.
- O. For group showings the person designated as the contact for the exhibit must be present when the exhibit is being set up and taken down. The lights in the Gallery hallway or Program Room shall not be moved or adjusted in any manner. Exhibitors will incur all repair costs should these lights be removed or damaged in any way.
- P. The exhibitor must submit on the Gallery Application a biography of a paragraph or longer. Without this information, the exhibit(s) will not be listed in the newsletter, on the website or distributed to the press.
- Q. The Exhibit Coordinator will forward exhibition information to local newspapers if there is sufficient time available before the event.
- R. The Exhibitor Biography sheet can be placed in the framed press case in the Gallery hallway at the time of the exhibit. The exhibitor may place a guest book on the small table in the Gallery hallway for the duration of the exhibit.
- S. The library cannot supply any type of mailing list or patron information to the exhibitor.
- T. Additional furniture or equipment brought into the Gallery area must have prior approval of the Exhibit Coordinator or the Library Director and the exhibitor must make such a request on the application.
- U. At the time of application, the exhibitor shall sign and submit the Library's Gallery Application form (see page 3).
- V. At the time of application, the exhibitor shall sign and submit the Library's Waiver of Insurance form (see page 5).



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Gallery Application

Exhibitor name: _____

Home address: _____

Home phone number: _____ Cell number: _____ Email
address: _____

Business address: _____

Business number: _____

Description of exhibit:

Exhibit dates from: _____ To: _____

Reception date (if desired): _____ Additional
furniture (if desired): _____

Agreement: I hereby apply for use of the Somers Library Gallery area as indicated above and agree to abide by all Library regulations. In addition, I have read and agree to abide by the Somers Library Gallery Exhibit Policy and the Somers Library Exhibit Reception Policy. I have also submitted the Library's Waiver of Insurance form. (For group showings, it is imperative that each member artist or photographer must read and sign all appropriate documents.) I will submit this application three months prior to approved exhibition dates.

*Signature: _____ Date: _____

(*Must be signed by lead artist or lead photographer. Group shows must have each member sign the back.)

Print full name: _____

Accepted for the Somers Library:

Signature of Exhibit Coordinator/Director: _____ Date: _____

NOTE:

- Failure to adhere to Library regulations and the Exhibit Policies can result in cancellation of the exhibit by the Library Director or Exhibit Coordinator.
- This application will not be accepted until the biography of the exhibitor is received.
- The biography can be emailed to the Exhibit Coordinator at mfonde@yahoo.com.
- If this is a group scheduling, write a general description, if possible.



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Exhibit Reception Policy

- A. The library is pleased to offer the Library Program Room for use as a reception area. Exhibitors wishing to hold a reception there must abide by the following regulations.
- B. The reception date must be scheduled on the Library's Program Room Calendar no later than three months prior to the reception.
- C. The exhibitor must contact the library Exhibit Coordinator to discuss preparations.
- D. The Program Room is not available for receptions when the library is closed. Exhibitors must book the reception to take place during regular Library hours.
- E. Tables and chairs may be set up in the Program Room one day in advance if the room is not scheduled by the library staff for use during that time. The exhibitor shall be responsible for setting up the tables and chairs before the reception and placing them back in the closets after the reception.
- F. The exhibitor may provide food, beverages and supplies for the reception. There shall be no smoking in the library building or alcohol use in the library building or in Reis Park. Refreshments may not be brought to the library before the reception.
- G. As required by fire regulations, the maximum capacity of the room is 70 people.
- H. The exhibitor shall be responsible for making sure that the Program Room, including the floor, has been cleared of all debris after the reception. All trash generated from the reception must be bagged and removed from the library and Reis Park. It cannot be left in the library or Park refuse containers. In order to provide time to clean the area and put chairs and tables away, the reception must end at least one hour before the library's closing.
- I. No items for the reception may be stored, temporarily or otherwise, anywhere in the library.
- J. Use the Somers Library Program Room Reception Check List (see page 6).



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Gallery Waiver of Insurance

In consideration of my/our being permitted to use the facilities of the Somers Library From date: _____ 20 ____ To date: _____ 20 ____ . I/we agree to defend, indemnify and hold the Somers Library, its Trustees, Director and staff, the Town of Somers, its officials, employees and all agents free and harmless against any and all damages, suits, claims, demands, liabilities, costs and the like (including reasonable Attorney's fees) arising out of or relating directly or indirectly to my/our use of the Library and Reis Park during the period set forth above. Dated: _____ on 20 ____ .

Exhibitor's Signature: _____ Exhibitor name: _____
Home address: _____
Home phone number: _____ Cell number: _____ Email address: _____
Business address: _____
Business number: _____

KINDLY RETURN THIS FORM WITH THE GALLERY APPLICATION.



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Program Room Reception Checklist

Use this checklist for the day of your scheduled reception. Please check with the library staff to schedule any reception or program in the Somers Library Program Room.

A. Opening:

- a. Arrive early so there is time to set the room up properly.

B. Closing:

- a. Make sure all chairs and tables are put away in the appropriate closets.
- b. Take all trash from the Program Room wastebasket with you upon leaving the Library and Reis Park.
- c. Make sure no personal items are left before leaving the room.

THANK YOU.