

## Request to Display Application

The Library designates a bulletin board on the first floor as a limited public forum. The following postings are allowed in this limited public forum:

1. Library required postings and Library announcements,
2. Village of Lake Zurich and other local government information and events,
3. Ela Area non-profit organizations and events, and
4. Local items of interest that are not of a commercial nature.

No editorials or editorial content may be posted, even by organizations that meet the criteria for use listed above. Materials by for-profit groups, companies, and organizations, are generally not accepted (an exception might include community newspapers produced by for-profit organizations but distributed free of charge). Business announcements of for-profit groups, individuals, companies and organizations, and notices of garage sales, lost animals, etc., are not accepted.

Library sponsored activities have priority when space is limited. Items must fit into the display cases or designated display areas. The Library is not responsible for any damage, loss, or theft.

All items to be displayed, posted, or made available for handout and all charitable collections in the Ela Area Public Library must receive prior approval from the Library Director or the Director's designee.

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

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Please attach a copy of the literature to be posted and / or distributed.

Please return this application to the Library's Information Desk.



