

## **CITY OF EAGLE**

### **EXHIBIT CASE AND DISPLAY POLICY**

Adopted January 13, 2015

#### **PURPOSE:**

The City of Eagle, through the Eagle Historical Museum and the Eagle Historical Society (collectively, "City"), has designated an Exhibit Case located in the City Hall Lobby as being available to the public for display purposes.

#### **ELIGIBILITY:**

1. Display case is available to individuals and groups within the City of Eagle on an equitable basis.
2. The display case is available free of charge for individuals, groups or organizations who wish to display historical, individual collections, educational, cultural, recreational or intellectual activities of general public interest.
3. The City reserves the right to preempt any exhibit for another scheduled event or exhibit and will put forth a reasonable effort to give ample advanced notice of such preemption and to assist an individual, group or organization in reserving another exhibit date.
4. No political candidate or proposition materials, commercial use or private events are eligible for display.
5. The City does not endorse the belief or viewpoints of topics which may be the subject of the exhibits sponsored by individuals, groups or organizations from within the City of Eagle.
6. The City has the right to review the materials before the exhibit is set up. Exhibits may not include defaming or obscene materials as defined by the United States Supreme Court or materials which could lead to a breach of peace or which advocate the violation of state criminal laws.
7. It is not the intent of the City of Eagle, the Eagle Historical Museum or the Eagle Historical Society to provide permanent or continuous exhibit space to a specific individual or group. Therefore, approval by the Mayor and/or City Clerk, the Curator of the Eagle Historical Museum and the Eagle Historical Society is required for displays lasting more than one month
8. The City reserves the right to refuse or revoke permission to use the display case.

#### **RESERVATION PROCEDURES:**

1. Display case reservations may be made through the Eagle Historical Museum and the Eagle Historical Society.

2. Displays are generally scheduled on a monthly basis on a first come first serve basis. Exhibitors are required to assemble their display before the 5<sup>th</sup> of each month and are required to pick up their display between the 25<sup>th</sup> and the last of the month, during regular City Hall hours. Any display that is not retrieved by its owner from the case in time for the next display will be removed.

#### INSTALLATION AND REMOVAL:

1. Display case space must be reserved in advance.
2. The displaying individual, group or organization named on the Reservation Form will be responsible for the items on display and for use of the key to the display case.
3. Individuals, groups or organizations using the display case must fill out the Display Request Form which includes an acknowledgment that the requester is responsible for the collection and not the City of Eagle, the Eagle Historical Museum or the Eagle Historical Society.
4. Only the person(s) named on the Display Request Form will be allowed to add or remove items from the display case. The key for the display case is held at the Eagle Historical Museum and will be made available up to three (3) days prior to the start and end dates of the scheduled display period. The key must be returned to the Eagle Historical Museum within one (1) day of completion of set up or removal of the display. The person(s) named on Display Request Form is responsible for obtaining the key from the Eagle Historical Museum and returning it within the time periods set forth herein.
5. Identify the exhibitor by name and contact within the display.
6. A notice is to be posted with each exhibit stating that: **“The material within this exhibit is the presentation of the individual, group or organization in the display. The City of Eagle, the Eagle Historical Museum and the Eagle Historical Society do not advocate the viewpoints of exhibits and exhibitors”**.
7. Hanging Items: No nails, glue, masking tape, or scotch tape may be used in the display case.
8. No painting: No part of the display case may be painted.
9. Pads: Pads should be used when necessary to avoid scratching the display case.
10. Self-adhesive labels should not be used for display labels. They leave a residue that cannot be removed or painted over.

#### LIABILITY:

1. The display case must be left in satisfactory condition.
2. Materials included in the exhibit will be covered under the City’s insurance policy with valuation for loss at the appraised value of the article to a maximum of \$1,000,000 per occurrence or in the aggregate for multiple occurrences.

3. Exhibitors using the display case assume liability and shall be liable for any damage to the display case resulting from said usage, as assessed by the Eagle Historical Museum or the Eagle Historical Society.
11. Neither the City of Eagle, the Eagle Historical Museum or the Eagle Historical Society assumes responsibility for materials, equipment or any other article left in the display case by any individual, group or organization, and will not be liable for loss, theft, or damage thereto.
12. The City of Eagle, the Eagle Historical Museum and the Eagle Historical Society after making a reasonable effort to contact the exhibitor may dispose of abandoned exhibit materials.

**EXCEPTIONS TO THE POLICY:**

1. The Mayor and/or City Clerk, the Curator of the Eagle Historical Museum and/or the Eagle Historical Society may approve exceptions to this policy.
2. The City of Eagle, the Eagle Historical Museum and the Eagle Historical Society reserves the right to review and amend this policy at any time.

**ACKNOWLEDGMENT OF RECEIPT OF CITY OF EAGLE'S  
EXHIBIT CASE AND DISPLAY POLICY**

The undersigned Exhibitor acknowledges that s/he/they have received and reviewed a copy of the written City of Eagle Exhibit Case and Display Policy and acknowledge that I will abide by the policies and procedures contained in the Policy.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Exhibitor's Signature