



WHITMAN COLLEGE
Penrose Library

Penrose Library Exhibit/Tabling Proposal

Name

Email

Proposed date & time

Proposed location (Outside steps or indoor foyer)

Purpose of the exhibit

Is the exhibit for a class? Yes or No

If yes, what is the class title and professor's name?

Description of the exhibit (include size, materials, group affiliation)

Will you need to borrow a table and/or chairs from the library?

*We have one card table and two chairs available for checkout through the Circulation Desk.



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I agree to the following:

- All supplies (tables, chairs included) will be removed at the end of each exhibit (every day). If the table is borrowed from Penrose, it will be returned at the end of the session. If event table is used inside Penrose, it will be stowed (inquire at circulation) and not left in the foyer.
- Extension cords will not cross walk areas and will be taped to the carpet
- All parts of the exhibit will be secure from moving out of place or accidentally falling.
- Lighting in the area will not be altered.
- The exhibit and its contents will not be disruptive to Library patrons.
- No part of the building will be marred. This includes tape residue and nail holes
- Nothing will be posted to the outer or interior walls (bulletin boards are exempt) or hung from the ceiling without the consent of the College Librarian.
- Whitman College is not responsible for any damage, vandalism, or theft that may occur to the materials while on exhibit at Penrose Library.

Signature: _____

***This form must be returned in person to
Bridget Danielson, Penrose Library Administrative Assistant in room 213.***