

INVITED GUEST, PRESENTERS, & VENDORS AGREEMENT

The Davidson County Public Library System occasionally extends invitations to outside organizations or individuals to provide presentations, exhibits or services to staff and patrons on library property (including parking lot, grounds, and public spaces located inside library facilities) and at library-sponsored programs off-site when the purposes of the organizations or individuals align with the library's mission and programming.

These outside individuals and organizations must complete and sign the following agreement and submit it for approval at least one (1) month in advance:

GUEST -PRESENTER - VENDOR INFORMATION		
NAME:		
ORGANIZATION REPRESENTED (If applicable):		
STREET ADDRESS:		
CITY:	STATE:	ZIPCODE:
PHONE:	EMAIL:	
EVENT INFORMATION		
PURPOSE OF VISIT:		
DATE OF VISIT:	TIME OF VISIT:	
By signing this form, my organization and I agree to the following: • To abide by the Library Use and Behavior Guidelines • Not to charge fees or solicit donations or clients • Not to disrupt the use of the library by others • That the issuance of an invitation by the Davidson County Public Library System does not constitute an endorsement.		
SIGNATURE:		DATE:
APPROVAL (STAFF USE ONLY):		
☐ APPROVED ☐ NOT APPROVED		
☐ APPROVED (subject to the following conditions):		
APPROVED BY LIBRARIAN (STAFF USE ONLY)		
NAME:		DATE: