



**FRUITA**  
COLORADO

**CITY OF FRUITA**  
**325 E Aspen – 858-0360**  
**Lobby Art Display/Exhibit Agreement**

**Contact Name:** \_\_\_\_\_ **Permit #:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street City ZIP

**Phone Number(s):** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Artist "Organization" Name:**  
\_\_\_\_\_

**Month:** \_\_\_\_\_ **Year:** \_\_\_\_\_

If set up or take down will take place at time that is other than scheduled business hours, the artist is required to sign for a key. An additional key must be signed out if the artist is using the display cases. The key(s) must be returned to the Recreation office on the next business day. The display/exhibit set-up and take down is also the responsibility of the artist. Lobby hours are Monday through Friday 8:00 am to 5:00 pm unless other users are in the building.

The hooks that are attached to the walls of the Civic Center Lobby require that the art have wire or string on the back. If your display cannot be hung on the walls, the display cases are available for use.

Note: If additional display cases, chairs, tables or special equipment are required it will be the artist's responsibility to make those arrangements. No changes to the building structure, or to the attachments provided, are allowed.

<input type="checkbox"/> <b>Display cases</b> <input type="checkbox"/> <b>Lobby walls</b> - <b>Share exhibit month?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
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**TERMS AND CONDITIONS**

1. All rules, regulations and ordinances of the City of Fruita shall be strictly-complied with by all person(s) in attendance for the use noted above.
2. Any receptions, viewing, or media filming of the display/exhibit requested other than regular office hours must be scheduled as a room reservation with a staff member in Recreation.
3. There is a refundable key deposit of \$25.00 if exhibiter requests a key to set up or take down after business hours.
4. If the display does not make use of the whole Lobby and display cases, does the artist object to another display using the remaining space during the same month? Please note your preference above.

5. Acceptability and any special needs of display/exhibit in the Fruita Civic Center will be discussed and agreed upon with City Staff by the exhibitor previous to scheduling display/exhibit.

The City reserves the right to use any City facility at any time. Upon any un-for-seen circumstances of the City requiring use of a previously reserved facility, we will provide a 48-hour advance, verbal notice to the undersigned person(s). After hours emergency phone number is 242-6707.

*I would like to reserve the Lobby of the Fruita Civic Center for an event*

*taking place from \_\_\_ am/pm to \_\_\_ am/pm on the date of \_\_\_\_\_, 20\_\_.*

*The exhibitor signing below is asked to do a separate Civic Center Room Application and is expected to pay the room reservation fees/deposits for the above requested event.*

I/We have read, and understand the above terms and conditions and agree to comply with all rules and regulations as previously stated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Date Set Up:	Date Key Out:	Key #:
Date Take Down:	Date Key In:	
Calendar:	Key Deposit Paid:	
	Key Deposit Refunded:	
Comments by Staff:	Additional Dates:	