

Warren Library Association (“the Library”) provides the Wetmore Gallery for public use at no fee. The Gallery is available to individuals and community nonprofit groups on equal terms regardless of opinion or affiliation. Gallery exhibitions are intended for the cultural, informational, and recreational enjoyment of our patrons. The Library (staff and board) does not sponsor nor endorse the views of any individual or group using the exhibit and display spaces. The acceptability of a display is at the discretion of the Executive Director in collaboration with the Board of Library Trustees.

The Wetmore Gallery committee will exercise judgment as to current usefulness or interest. Exhibitors should be aware that the Library is a public space where all people are welcome. Exhibits should be suitable for viewing by all ages. The Library reserves the right to refuse or remove any material judged unsuitable, or to rescind an exhibit in violation of this policy. All artwork must meet existing local, state, and federal laws on obscenity, copyright, libel, defamation of character, or invasion of privacy. All artwork must be original human creations; No AI-generated pieces will be accepted. **Applications for Wetmore Gallery exhibitions must be received no fewer than six months in advance of the proposed show date to allow for proper coordination within the library’s scheduling calendar.** Use of the gallery is restricted to the group named in the signed agreement. No additional groups may be added without prior authorization from the Executive Director. Only the Executive Director or a designated Library representative can transfer an exhibit reservation to another exhibitor. Individual exhibitors or groups are limited to a single one-month exhibit annually. Failure to comply with this policy may result in loss of eligibility to exhibit in the gallery.

The Library’s need for exhibit space takes precedence over the public’s request to use the Wetmore Gallery. The Warren Library Association reserves the right to cancel without notice the use of exhibit space should the Executive Director or Board of Library Trustees determine space is needed for Library purposes.

Exhibitions remain on display for no more than one calendar month, scheduled by the Wetmore Gallery Committee. Artwork will be hung on the first of the month, or shortly thereafter, and dismantled on the last day of the month, during regular Library hours. The Exhibitor will need to arrange a time and date for installation and deinstallation of the exhibit with the Committee. Library staff are not responsible for installing or hanging gallery exhibits; all installation duties rest solely with the exhibiting party. The individual or group reserving space is required to utilize the hanging hardware/materials provided by the Library (Unframed Works: Velcro, or non-rusting, non-tarnishing straight pins; Framed Works: 1-3/4" cedar shake aluminum nails). Display cases must remain in their designated locations, and their shelves may not be removed, adjusted, or otherwise altered. The Library will not provide storage for organizations or individuals displaying in the Library (this includes items used in preparation for the set up or removal of a display). The individual or group installing the display shall be responsible for any damage caused to the exhibit space while installing or removing the exhibit or display. Any unclaimed artwork will become the property of the Warren Library Association and may be stored or disposed of at the Library’s discretion. The condition of unclaimed artwork will not be guaranteed.

No prices may be posted on items on display, nor may an admission fee be charged. No transaction for the purchase or sale of display items may be conducted on the premises. The Library will not sell, act as an agent for, or be involved in the sale of items on display. The artist's biography may be posted alongside the show as well as the artist's contact information. Any sales of exhibited materials must take place after the exhibit has ended. No works of art may be removed during the exhibit period.

The Library is released from any liability that may result from theft of or damage to an exhibit, in whole or in part, while on display at the Library. Artists and collectors presenting displays shall provide their own insurance coverage. Exhibitors must sign a waiver of liability holding the Library, its employees, and trustees harmless for any damage to loaned material.

Exhibitors may reserve a meeting room space for a reception. Use of a meeting room requires a separate application and is subject to the guidelines outlined in the Library's meeting room policy. No alcoholic beverages may be served.

The artist may give a brief description of the exhibit to Administration if they would like mention of the exhibit made in the library newsletter, the Library's website, and social media posts. A photo of the exhibit may be posted on the Library's web page and social media posts.

**Adopted by the
Warren Library Association Board of Directors**
November 18, 1985
Last revised: April 20, 2026

Wetmore Gallery Exhibit Application

Completed applications may be delivered in person, by mail, or email. New applicants **must** submit two or three color photographs or color photocopies of the artwork.

Name: _____

Organization (if applicable): _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Briefly describe the exhibit/display, the number of works to be exhibited/displayed, and the approximate dimensions of the works (use back if necessary):

Which dates are your works available for display? _____

I understand that this application does not constitute a contract. I understand, accept, and will abide by the Wetmore Gallery Policy of the Warren Library Association. If my work is chosen, I will be contacted by the Warren Library Association Wetmore Gallery Committee to arrange formal dates for the showing. I understand that in offering my works of art to be exhibited/displayed in the Wetmore Gallery, that I release the Warren Library Association and all related entities from any liability for injury or damages, destruction, loss, or theft of item(s) that may occur during the exhibit/display period, during the installation or removal of the exhibit/display, or in the transportation of the exhibit/display.

Signature: _____ Date: _____

For Library Use Only

Application Received Date: _____ Committee Approved Date: _____

Confirmed Set Up Date: _____ Confirmed Tear Down Date: _____

Signature of Executive Director: _____ Date: _____