

# MBVA Display Space Application

MBVA seeks to promote the efforts of local non-profits and it's own tenant community through the use of its display areas at no-cost, and as available. The typical use length is once annually for a period of 4 weeks (non-profit) and 2 weeks (tenants); Additional or other other proposed advertising use will be reviewed on a case-by-case basis and may result in a rental fee.

Organization Name \_\_\_\_\_

501c3 status? Number? \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person(s) \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

What is your requested use date? \_\_\_\_\_

There are multiple display sections - which are you interested in using (CIRCLE THAT APPLY)  
-Lobby- -Sidewalk Window (front panel)- -Mugs-facing Window- -Rear Window (street-facing)-

Description of what you are planning \_\_\_\_\_

Any specific concerns or needs you have? \_\_\_\_\_

Are you advertising a specific event? What? \_\_\_\_\_

Should anyone else access the display? \_\_\_\_\_

## PLEASE NOTE

-Applying for space does not guarantee availability, in whole or in part. Each request will be reviewed and considered - we will then follow up with any questions, and then approval/denial (with reason to be given). An alternate display option may also be proposed.

-Access to your items is during business operating hours or by arrangement with management. Items placed here must not pose a risk to the building, reputation, or that of its community. Components may use power but not excessively nor generate excessive heat, moisture, noise, commotion, or space repairs after. Be aware the window space is NOT temperature controlled or secured.

-Use of MBVA display space does not constitute our support of user's content or presentation. Violation of any of above, concern with quality/subject/safety at any time by staff may result in a change requested, items pulled, or display canceled altogether. Items may also be pulled and stored if the user is not responsive or take action when concern is raised - items pulled by MBVA will be held for 30 days, at which time they will be considered abandoned and disposed of.

-MBVA seeks to keep a neutral stance in the community so political, or subjects deemed controversial that we feel may cause discord or unnecessary attention may not be approved by management or may be canceled after installation. Your choice of use of display space releases MBVA from legal/financial interest in both any items left on-site, and from any resulting legal action or mediation based upon use. User may want to secure a renter's insurance policy for any items of value used in displays.

-User must plan to remove all items on end date and reinstate the display area used to its prior condition; this includes cleaning affected surfaces such as carpet, glass, and walls; a vacuum and basic cleaning supplies are available on site by request..

Date \_\_\_\_\_ Signature \_\_\_\_\_

APPROVED / DENIED \_\_\_\_\_ INIT: \_\_\_\_\_

NOTES: