

Goodwyn Gallery Guidelines

Thank you for thinking of the Goodwyn Gallery to host your opening reception for your exhibit. We will try and accommodate you as much as possible. The library has neither financial nor organizational responsibility for the reception. You are expected to use the gallery in a safe, careful and respectful manner, so as not to injure any persons or damage any property. We also ask that you keep in mind that you not disrupt meetings in adjacent rooms or block traffic flow to and from meeting rooms. Please email Goodwyn.Gallery@memphistn.gov at least 72 hours in advance should you decide to cancel your reception.

Using a Caterer

1. If you choose to use a caterer, it is best to have food prepared off site and all service supplies (dishes, cutlery, etc.) provided by and removed by caterers.
2. Caterers are asked to use the entrance on the south side of the Central library building to avoid traffic issues at main entrance.
3. If our kitchen is used, caterer is responsible for cleaning afterwards.

If you are a non-profit organization, you may host a reception in the Goodwin Gallery at no cost. Other organizations will be charged \$50 per hour. Please make check payable to: *Memphis Library Foundation*.

Note: You should not charge attendees for admission, food or any other products, services or materials.

The following activities are not allowed in the Goodwyn Gallery:

- Sales of any kind
- Product or service endorsement
- Recruitment
- Fundraising
- Parties (birthday, family celebrations)
- Political Meetings (unless all candidates are invited)
- Rallies
- Press Conferences (unless for City of Memphis or Library Director approved)
- Alcohol should not be served during library hours

I, the undersigned, have read the guidelines and agree to adhere to them. I realize that I may be personally liable to the Library for all obligations and duties specified herein.

Name _____ Date _____