



Chantilly Regional Library Youth Display Case Overview

Reservations:

- Reservations are for two weeks and will start on either the 1st or 15th of each month.
- There are two registrations available for each time frame; one for the left display case and one for the right
- Display cases can be setup or decorated starting on the first day of your reserved time slot

Cancellations: If you can no longer display during your registered time slot, please cancel through your registration confirmation email or contact library staff.

When you arrive:

- Go to the information desk. **A parent or guardian must be present to complete the required waiver**
- A staff member will unlock the case for your set up to begin
- Please alert a staff member when you are finished setting up so that the case can be locked again

Pick-Up:

- Display cases must be cleared and items picked up on or before the last day for your reserved time frame. If your registration begins on the 1st of the month, items must be picked up on or before the 14th of the month. If your registration begins on the 15th of the month, items must be picked up on or before the last day of the month.

Guidelines:

- No glue or glitter
- Displays cannot include prices of objects
- Approval of a display does NOT indicate that the library endorses any cause or activity. The display case includes a notice with this information.



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