

**RESOLUTION R: 139 - 21**

**RESOLUTION AUTHORIZING THE APPROVAL OF GLASSBORO  
BOROUGH HALL DISPLAY CASE GUIDELINES**

*WHEREAS*, the Borough of Glassboro welcomes non-commercial exhibits and displays of interest, information and enlightenment to the community; and


*WHEREAS*, a display case is located on the second floor of the Glassboro Municipal Building, which is available for displays; and

*WHEREAS*, it is the desire of the Borough Council of the Borough of Glassboro to approve the display case guidelines.


*NOW, THEREFORE, BE IT RESOLVED*, by the Mayor and Council of the Borough of Glassboro, County of Gloucester, and State of New Jersey that the attached Glassboro Borough Hall Display Case Guidelines is hereby approved for use of the Display Case.

*ADOPTED* at a meeting of the Mayor and Council of the Borough of Glassboro, County of Gloucester, and State of New Jersey held on May 6, 2021.

BOROUGH OF GLASSBORO

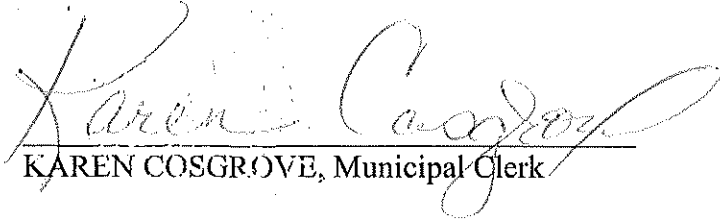
  
\_\_\_\_\_  
JOHN E. WALLACE, III, Mayor

Attest:

  
\_\_\_\_\_  
KAREN COSGROVE, Municipal Clerk

**CERTIFICATION**

I, Karen Cosgrove, Municipal Clerk, of the Borough of Glassboro, in the County of Gloucester, do hereby certify that the foregoing Resolution was presented and duly adopted by the Borough Council at a meeting of the Borough of Glassboro held on May 6, 2021.

  
KAREN COSGROVE, Municipal Clerk

## **Glassboro Borough Hall Display Case Guidelines**

The Borough of Glassboro welcomes non-commercial exhibits and displays of interest, information, and enlightenment to the community by organizations having first been approved by the Glassboro Historic Preservation Commission and such approval having been confirmed by the governing body of the Borough of Glassboro. A display case on the second floor of the Glassboro Municipal Building is available for such displays. The keys to the display case shall be kept in the Borough Clerk's Office and by the Historic Preservation Commission.

### **Conditions of Exhibition**

Items to be displayed shall be informative in nature and shall endeavor to educate viewers about the history of the Borough of Glassboro, New Jersey, or the United States.

The exhibits will meet acceptable community standards.

Organizations or individuals may apply to the Glassboro Historic Preservation Commission for use of the display case and, upon initial approval of a display plan by the Historic Preservation Commission, such plan shall be presented to the governing body of the Borough of Glassboro for approval prior to use of the display.

Applications for exhibits or displays shall be available on the Borough of Glassboro website.

Any upkeep or maintenance of the display case shall be the responsibility of the Glassboro Historic Preservation Commission.

All Exhibits must conform to the space restrictions of the display area.

The Borough of Glassboro assumed no responsibility for the preservation, protection, or possible damage or theft of any items exhibited or displayed. All items placed in the Glassboro Municipal Building are done so at the owner's risk. All exhibitors will sign a form that releases the Borough of Glassboro and the Glassboro Historic Preservation Commission from any responsibility for exhibited items.

By granting use of the display case the Borough of Glassboro and the Glassboro Historic Preservation Commission neither advocates nor endorses the viewpoints of any display or exhibit.

The Borough of Glassboro and the Historic Preservation Commission reserve the right to rescind permission for use of the display case at any time.

### **Display Case Reservation Application**

Organization: \_\_\_\_\_

Contact/Sponsor: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

*Displays must be not-for-profit and non-commercial in nature.*

Briefly describe the nature and purpose of the display:

\_\_\_\_\_  
\_\_\_\_\_

\*Please attach an itemized list (including pictures if available) of items to be included in the display.

### **Release**

Month and year you wish to reserve the display case

\_\_\_\_\_

(Case may be reserved by calendar month only.)

**The Borough of Glassboro and the Glassboro Historic Preservation Commission assume no responsibility for the preservation, protection or possible damage or theft of any item exhibited or displayed.**

*I have read, understand and agree to abide by the Glassboro Borough Hall's Display Case Guidelines. I agree to assume responsibility for the display and to ensure that it is set up and removed on time.*

Signature of Contact/Sponsor:

\_\_\_\_\_

Date: \_\_\_\_\_

**For Glassboro Historic Preservation Commission Use:**

Application rec'd  
by: \_\_\_\_\_ Date: \_\_\_\_\_

Application approved  
Date: \_\_\_\_\_

**For Glassboro Council Use:**

Approved Application rec'd from GHC

Date: \_\_\_\_\_

Application approved by Council

Date: \_\_\_\_\_

Confirmation letter sent  
by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved for Display Through: \_\_\_\_\_