

## Requesting the Silent Witnesses

Alexandra House adapted the Silent Witness exhibit from a national project to honor the community members murdered in Anoka County as a result of domestic violence for the years 1989 through present.

### Requests

- Alexandra House will attempt to accommodate all requests for the exhibit, but may not always be able to as Silent Witnesses are reserved on a first-come, first-served basis. Alexandra House reserves the right to refuse any request for the exhibit.
- Please reserve the exhibit at least one month in advance. For Domestic Violence Awareness Month in October, we suggest reserving the Silent Witnesses at least two months ahead of time.
- Alexandra House typically lends the exhibit for a period of up to four days, although longer exhibits may be negotiated in exceptional circumstances.
- Alexandra House prefers loaning the exhibit to groups expecting a large audience. If a small group requests the exhibit, we encourage collaboration with other organizations to expand the potential audience for this exhibit. We especially encourage groups to work with their local domestic violence program in planning a community exhibit.

### Damage Deposit and Service Fee Donation

Alexandra House asks for a \$100 damage deposit and \$50 service fee donation for the Silent Witness exhibit. **Checks are payable to Alexandra House** and are tax-deductible to the extent allowed by law. We also gladly welcome larger donations to support our statewide violence prevention efforts.

- **The \$100 damage deposit** is required for all groups. If the Silent Witnesses are returned to Alexandra House on time and in the same condition, the deposit will be refunded in full. **There are no exceptions to this policy.**
- **The \$50 service fee donation** covers some of the costs of making the exhibit available. The donation must be a separate check from the damage deposit. If your group cannot make a donation, Alexandra House will make every effort to work with you to ensure you can display the Silent Witnesses. Alternatively, donations may be collected during the exhibit and donated to Alexandra House after the exhibit is complete. This must be arranged in advance.
- Checks should be sent to **Alexandra House, Attn: Jeff Bieniek, 10065 3<sup>rd</sup> St NE, Blaine, MN 55434** along with a hard copy of the Silent Witness Request Form.
- **Damages and Late Fees.** Borrowers will be charged \$50 for each damaged Silent Witness and Protective Cover. Return the Silent Witnesses on or before the return date established in the request form. Borrowers will be charged \$25 per day for Silent Witnesses returned late. Borrowers must communicate changes in return dates or times with the Kitchen and Facilities Manager.

### Silent Witness Exhibit Rules

- The Silent Witnesses must be displayed in a safe environment with protection from outside elements. Silent Witnesses cannot be exposed to rain or winds greater than 10mph. If weather conditions change, the Silent Witnesses must be moved to a protected location immediately.
- The Silent Witnesses must be handled with the utmost respect and care. Food or drink should not be allowed near the exhibit, nor should the audience be allowed to touch the Silent Witnesses.
- **Groups using the exhibit are responsible for transporting the exhibit** to and from Alexandra House. The exhibit can be transported in larger vehicles such as vans, SUVs, or pickup trucks. Silent Witnesses must be carefully placed into the protective covers during transportation.
  - Silent Witnesses silhouettes range in size from 72h" x 37w" to 65h"x19w".

Please contact the Alexandra House Kitchen and Facilities Manager, Jeff Bieniek ([jbieniek@alexandrahouse.org](mailto:jbieniek@alexandrahouse.org), (763)795-5466) with any questions about the Silent Witness exhibit.