

# Student Life & Leadership Center Display Case Reservation Form

**Display Dimensions:** Board 31" (width) x 31" (height) or minimum size Poster 11" x 17"

**Display Content:**

All materials in the display case must relate to the purpose of the chartered student organization or campus department and must include the name of the organization or department that reserved it. Post all materials with push-pins or staples. All displays are subject to review by the Student Life & Leadership Center (SLLC).

**Reserve a Display Case:**

Turn in the request form to the SLLC. Reservations are taken on a first-come-first-served basis for first-time users for the semester and then to repeat users of consecutive display periods. Requests will be assigned an available display case number. Displays are featured for two weeks or until the event date (whichever comes first).

**Set-up:**

The display must be up between noon on Monday and closing Tuesday (4:30 p.m.). If Monday is a holiday, then the display must be up by closing Wednesday. If the display is not up by closing Tuesday, the student organization or campus department will forfeit its use of the display case for the current semester.

Campus Departments only: Departments and faculty that utilize SLLC to enlarge flyers into posters, such as requests via e-mail with attachments, remember to include this form. Once the department's reservation is confirmed, SLLC staff will continue the service of hanging and removing your **display posters** according to these guidelines.

**Removal:**

Remove the display by 4:30 p.m. on the Friday at the end of the two-week period. If the display remains after this time, the student organization or campus department will have suspended privileges for the current semester. The SDO will discard any materials immediately. Keeping the displays vibrant with new information and appearance adds to the interests of viewers.

**Reserve Unused Display Cases:**

Any chartered student organization or campus department may reserve an unused display case with the following conditions:

- They have no suspended display case privileges
- They have not reserved a display case in the current semester

Failure to return the Display Case key in working condition the same day checked out results in a \$10.00 charge.

Name of Organization/Department: _____	
Contact Person: _____	Phone: _____
Desired Dates of Display: From _____ To _____	
-----Student Life & Leadership Center Only-----	
Dates Assigned: From _____ To _____ Display # _____	
SLLC Staff: _____	Date Reserved: _____