

PRICE CENTER DISPLAY CASE RESERVATION REQUEST FORM

A. Contact Information

Name: _____

Phone Number: _____

Email: _____

Student Organization/Department: _____

B. Display Case Information

Case 1 (YELLOW): Level 1, between the Atrium Food Court and the Plaza Food Court

Case 2 (GREEN): Level 2, large case between Ballroom East and Ballroom West

Case 3 (GREEN): Level 2, small case between Ballroom East and Ballroom West

Case 4 (RED): Level 2, next to Ballroom East

C. Request

1st Choice

Display Case Number: _____ Move In Date _____ / _____ / _____ Move Out Date _____ / _____ / _____
Month Day Year Month Day Year

2nd Choice

Display Case Number: _____ Move In Date _____ / _____ / _____ Move Out Date _____ / _____ / _____
Month Day Year Month Day Year

What is the purpose of your display? Briefly describe how you will use the case, including what materials, signage, objects, etc. will be used in the display.

D. Financial Contact

Financial Contact Name: _____ Index #: _____

Email: _____

E. Guidelines

- University Centers provides display cases, free of charge, as a service to student organizations and the university.
- Only campus departments and registered student organizations are allowed to reserve display cases.
- Displays are scheduled for two-week increments.
- Displays cannot be used to advertise general meetings.
- Displays must promote an activity, event, or program open to all students and include event specifics.
- User(s) may be held responsible for damages made while installing or dismantling display. An index # and financial contact information is required. No charges will be made prior to a discussion of noted damages with the user(s).
- User(s) are only allowed to use blue painter's tape and adhesive for the display case to prevent damages to case walls. User(s) may not use tacks, nails, screws, duct tape, masking tape, or other materials that will damage the display case.
- Submit completed request form to University Centers - Marketing and Programs, Price Center West, Level 3 room 3.307.

By signing below, I agree to the terms stated above.

Signature _____

Date _____

F. University Centers Use Only

Case: _____ Run Dates: _____

Install Date/Time: _____ Dismantle Date/Time: _____

Approval Signature _____ Date _____

