UNIVERSITY CENTERS DISPLAY CASE RULES

UC San Diego

PURPOSE

The purpose of this document is to establish fair and consistent rules for the use of display cases within the Price Center. Display cases are intended to promote student engagement, showcase academic and cocurricular achievements, and provide educational and informational displays for the campus community. Registered Student Organizations and campus departments may advertise upcoming events, programs and activities that are open to all students.

1. ELIGIBILITY

The following groups may request use of Price Center display cases:

- Registered Student Organizations in good standing
- Academic and campus departments

2. PRIORITY OF USE

Display case reservations from the following groups, will be assigned according to this priority order:

1. University Centers sponsored events and programs
2. Registered Student Organizations
3. University departments

University Centers reserve the right to adjust schedules based on institutional needs or major campus events.

A group is limited to one (1) display case reservation per academic quarter, unless special authorization is granted by University Centers.

Different groups may not reserve display cases during the same time frame to promote the same event, topic or theme.

3. RESERVATION PROCEDURES

All requests must be submitted via the Display Case submission form located on the University Centers website.

Display Case requests will be reviewed and approved or denied via University Centers email.

Requests must be submitted at least ten (10) business days prior to the requested display date.

Reservations are approved on a first-come, first-served basis.

Requests must include:

- Name of campus organization
- Contact information
- Financial contact information
- Desired display dates
- Purpose of display
- Brief description and sketch of display content

Display periods are limited to a maximum of two (2) weeks unless otherwise approved by University Centers.

4. DISPLAY CONTENT GUIDELINES

The predominant information in the display must promote upcoming events, programs and activities that are open to all students.

All displays must comply with University Policies.

All displays must prominently identify the campus organization and include current contact information for a responsible representative.

Display must prominently identify (University Centers will provide template):

- Sponsoring organization name; a logo may also be included
- Sponsoring organization contact information
- Date range of display
- UC San Diego and University Centers disclaimer language

Displays may include:

- Educational materials
- Organization promotions
- Event information

- Cultural or historical exhibits that support campus specific event traditions such as heritage month celebrations.
- Student achievements and awards
- Artistic or creative projects

The following are prohibited:

- Speech that is not protected by the First Amendment (including fighting words, incitement of illegal activity, true threats, legal obscenities, and/or harassment).
- Content promoting political candidates or viewpoints
- Open food, liquids, or hazardous materials
- Live animals, flames, or perishable items
- Materials that damage the display case

University Centers reserves the right to remove materials that violate these rules, University policy, or present safety concerns to the display area.

5. INSTALLATION AND REMOVAL

- Users are responsible for installing and removing their displays in a timely manner.
- Installation and removal times must be coordinated with University Centers.
- All display contents must fit safely within the display case dimensions.
- Only blue painter's tape and string may be used to adhere and hang materials in the display case. User(s) are not allowed to use tacks, nails, screws, duct tape, masking tape, or other materials that could damage the painted walls of the display case.
- Displays should be professionally presented and securely arranged.
- All items must be removed within 24 hours after the reservation period ends.
- Items left beyond the removal deadline shall be treated as unclaimed property in accordance with PPM 460-2.

6. SECURITY AND LIABILITY

The University and University Centers are not responsible for loss, theft, or damage to display materials.

7. MAINTENANCE AND CLEANLINESS

Display cases must be kept neat, safe, and clean throughout the reservation period.

University Centers may adjust or remove displays that:

- Are not visually readable, including when materials become dislodged and fall down
- Create safety hazards
- Become damaged or unsanitary
- Interfere with normal university operations

8. POLICY ENFORCEMENT

Failure to comply with the policies outlined may result in:

- Immediate removal of display materials
- Suspension of future display privileges
- Referral to appropriate university conduct processes

University Centers retains final authority regarding interpretation and enforcement of these rules.

9. CONTACT INFORMATION

For reservations, questions, or assistance, contact:

University Centers Marketing

ucenmarketing@ucsd.edu

10. PERIODIC REVIEW

These rules may be revised periodically by University Centers to ensure alignment with University policies and operational needs.