

**Topic: UCSA Display Case Policy****Updated: January 6, 2006**

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The display case on the west side of the UC Service Desk is assigned to the Campus Activity Board to promote their programs and services. Other organizations wishing to utilize the east side case for short periods of time may contact the Service Desk for reservations based on the following requirements:

1. Only recognized University organizations or departments will be allowed to reserve the display.
2. Display cases may be used to promote University organizations or activities.
3. A display case generally may be “loaned” for a maximum of two (2) calendar weeks.
4. The same group is generally not allowed to request consecutive periods of time.
5. The reserving group is responsible for the removal of all materials and decorations at conclusion of the reservation period. Failure to remove the display may result in future loss of display case privileges.
6. THE UNIVERSITY COMMONS AND STUDENT ACTIVITIES DEPARTMENT IS NOT RESPONSIBLE FOR ANY LOST, DAMAGED, OR STOLEN ITEMS CONNECTED WITH DISPLAYS.
7. The use of staples, nails, paints, etc. in the display cases is prohibited. Fees will be assessed for all damages.

The wall mounted display boards located in the corridor adjoining the CyberLounge are available, via a lottery system, to Registered Student Organizations for extended periods. Fall term will be August 1 - December 15 and Spring term will be December 16 –J uly 31. The Student Involvement Advisor will coordinate assignments