

**UW-WHITWATER
JAMES R. CONNOR UNIVERSITY CENTER
CLOTHESLINE DISPLAY POLICY**

V4.0 Draft Fall 2012 Source: <http://uc.uww.edu/common/docs/ucclotheslinepolicy.pdf>

Any recognized student organization or campus department desiring to reserve the University Center Clothesline display space must reserve such space through the UC Reservations Office, located in the University Center, Room 253. The following space reservation requirements should be considered before making reservations:

1. There are (2) clothesline display spaces available in the University Center. Reservations are made on a first-come-first serve basis for a one-week period Monday-Monday. There are no exceptions to this policy except for special University-wide events.
2. Clothesline displays are displayed “at your own risk”. The University Center is not responsible for damage to or loss of display items.
3. Clothesline display specifications: Banners/hanging items will not exceed 10’ W X 3’ H or six (6) pounds in total weight and must be attached to the clothesline as directed by UC staff. Display items will identify the student organization or campus department and include contact information. Display items will be constructed of materials that will not disintegrate or stain the building during use, and must have suitable a method of safely attaching to clothesline (grommets/carabiners, etc). Safety concerns are paramount and UC Staff has final approval on what items and manner of display are acceptable.
4. Clothesline displays may be displayed for up to 1 week (Monday-Monday). Display items should be brought to the UC Reservations office for setup between 8:00AM and 4:00PM on Monday and removed no later than 10:00am on the following Monday with the assistance of UC Staff.
5. If new Banners are not received by 4:00PM on Monday the banner space reservation will be cancelled and the space made available to other users. Previous week Banners not picked up by 10:00AM Monday will be removed by UC Staff and taken to Information Services.
6. Clothesline display space will be denied to groups advertising activities which encourage the use of alcohol, for activities which will promote or imply discrimination on the use of race, color, gender, creed, religion, age, ancestry, national origin, disability, sexual orientation, pregnancy, political affiliation, marital or parental status, Vietnam-era veteran status, or arrest and conviction record, are not in good standing with the University, or are determined to be offensive by the University Center Staff.
7. No student organization or campus department may reserve a banner location more than once in a four-week period.
8. Groups delinquent in the payment of applicable room, food service charges, or removing clothesline display materials for previous reservations by deadline will be denied the use of University Center facilities and services until such time as all past due accounts are paid.
9. Repair of damages incurred will be charged to the organization based on a time and material basis.