

UW-WHITEWATER
JAMES R. CONNOR UNIVERSITY CENTER
DISPLAY CASE POLICY

V3.0 Revised Fall 2010. Source: <http://uc.uww.edu/services/reservations/policies.html>

Any recognized student organization or campus department desiring to reserve the University Center 2nd floor Display Case space must reserve the space through the UC Reservations Office, located in the University Center, Room 253. The following banner reservation requirements should be considered before making reservations:

1. There is (1) Display Case available in the University Center. Reservations are made on a first-come-first serve basis for a one-week period Monday-Monday. No org/department may reserve the display case more than once in a four-week period. There are no exceptions to this policy except for special University-wide events.
2. An ID must be turned in to check out the Display Case key from the UC Information Desk, and the key is to be returned to the UC Information Desk immediately after filling/removing objects and locking the cabinet. Items are displayed "at your own risk". The University Center is not responsible for damage to or loss of displayed items.
3. Display Case is 5' W X 4' H X 16" D. Displays will identify the sponsoring campus organization and include organization contact information.
4. Displays may be made for no longer than 1 week (Monday-Monday). Displays will be set up between 12:00 Noon and 5:00pm on Monday. Displays must be removed no later than 10:00am on the following Monday. Items not removed by that time will be removed by the sponsor of the next display and taken to Information Services. Neither the UC nor the following group is responsible for damage or loss of items.
5. Display space will be denied to sponsors 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, or are determined to be offensive by the University Center.
6. Groups delinquent in the payment of applicable room, food service charges or not removing banner materials by deadline will be denied the use of University Center facilities and services until such time as all past due accounts are paid.
7. Repair of damages incurred will be charged to the organization based on a time and material basis.

Required: A typed sheet with the name of the organization no smaller than 8.5"x11". This sheet will be displayed may include other information the sponsor would like the public to know such as meeting times, contact info, etc.

Items Available for Use from the University Center: *These items may be obtained at the Information Desk, if they are not already in the display case, at the time of key checkout.*

Black cloth, (4) Lifts (used for raising objects to create varying heights and visual interest)
(2) 8.5"x11" freestanding black frames

Suggested Items: T pins, cloth, flyers, 3D objects to create visual interest. Please note that tape often does not stick to the fabric/cork board background that exists within the case and may cause damage.

Items *Not* Allowed for Use within Display Case: Glitter, confetti, nails/screws, putty tack, paint, other permanent or hard to clean substances.