

Office of the University Union Policies and Procedures	Subject: Promotion/Vendors/ Solicitation Policies	Reference: University Union Board Minutes VII.J.
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	Director's Approval:	

DISPLAY CASE POLICY

The University Union offers four display cases for use, located in the lower level of the building across from the Phoenix Club Recreation Area. The following policy provides guidelines for the use and scheduling of these cases:

1. A user must be a university department or a student organization.
2. Display cases may be reserved for up to fourteen calendar days. Two display cases can be reserved at one time.
3. Reservations must be made with the University Union Reservations Office, and the display case key can be obtained from the Main Desk on the first day of the reservation period.
4. All displays must be in compliance with University of Wisconsin System and campus policies as well as local, state, and federal laws.
5. Enforcement of this policy is a function of the University Union acting in compliance with these guidelines.
6. Violation of this policy may result in the revocation of rights to the display cases at the discretion of the University Union Policy Board.
7. Exceptions to this policy may be considered by submitting a written petition to the University Union Board a minimum of one week prior to the display request.
8. The contents of the displays are not necessarily the views of, or supported by, the University Union or the University Union Board.
9. The University Union reserves the right to remove the contents of a display if they are not removed by the user on the last day of the reserved time period.