

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

DISPLAY CASE RESERVATION PROCEDURES AND LOCATIONS

To reserve a display case, stop in the Reservations area located on the third floor of the University Union or call 465-2200 (ext. 28).

The reservationist will check availability of spaces and book a reservation for the amount of time needed. A confirmation sheet with display case procedures will be printed. Display cases can be reserved for a maximum of fourteen days. Only two display cases can be reserved at one time.

Upon receiving this confirmation:

Request the key for the display case from the Main Desk on the first day of your reservation. Leave your Passport ID with the Main Desk staff while assembling your display. Lock your display case and return the display case key to the Main Desk staff attendant when finished. Your ID will be returned to you at this time.

On the last day of your reservation, remove all items from the display case. Displays that are left longer will be discarded.

Display Case Locations: starting from the corner and going down the hall toward the Student Government Association Offices:

A	B	C	D
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