

MU DISPLAY CASES

RESERVATIONS

Reservations of MU display cases for Winter and Spring Quarters may be made as early as the first day of the preceding quarter. Your group may reserve a case for Fall Quarter beginning the 1st day of Summer Session I (SSI). If a group fails to post its display by the deadline, other groups can claim the board on a first-come, first-displayed basis. Display cases are reserved on a two-week basis.

DISPLAY CONTENT & DIMENSIONS

All materials in the display must relate to the purpose of the organization/department and must include the name of the organization/department that reserved it. Materials displayed must be posted with thumb tacks, push pins or staples. All displays are subject to review by the Student Programs and Activities Center and should not exceed 40" in height and 32" in width. Materials are not to be attached or displayed on the outside of a glass case.

SET-UP

Your display must be up by closing Tuesday (7pm). If Monday is a holiday, then the board must be up by closing Wednesday. **IF THE BOARD IS NOT UP BY CLOSING TUESDAY, YOUR GROUP WILL FORFEIT ITS USE OF THE CASE FOR THE CURRENT QUARTER AND WILL HAVE SUSPENDED PRIVILEGES FOR THE FOLLOWING QUARTER.**

REMOVAL

Your display must be removed by 5pm on the Friday at the end of the two week period. **IF YOUR DISPLAY IS NOT REMOVED BY THIS TIME, YOUR GROUP WILL HAVE SUSPENDED PRIVILEGES FOR THE CURRENT AND THE FOLLOWING QUARTER AND ANY MATERIALS WILL BE DISCARDED IMMEDIATELY BY THE STUDENT PROGRAMS AND ACTIVITIES CENTER STAFF.**

CLAIMING UNUSED BOARDS

Any registered student group or campus department may claim an unused case with the following conditions:

- They have no holds through the Student Programs and Activities Center.
- They have no suspended display case privileges through the MU Campus Information Center
- Each registered organization may have one display case per quarter. Your group may claim a forfeit and must cancel your prior reservation.

Campus departments may only claim campus department cases and student groups may only claim student group cases. **NO EXCEPTIONS!**

There is a \$15.00 charge to any student group/campus department which does not return display case key in working condition.

Any questions should be directed to the Student Programs and Activities Center at 530-752-2027

Name of Organization/Department _____

Dates of Display _____

Case # _____

MU Campus Information Staff _____

Date Returned _____