



**UNIVERSITY STUDENT UNION
DISPLAY CASE RESERVATIONS**

DISPLAY CASE

RECEIVED BY _____

MONTH OF DISPLAY _____

ABOUT YOU

Today's Date _____

Dept./Org. Name _____

Primary Contact _____
(Name and Title)

Phone/ Ext. _____

E-mail _____

YOUR DISPLAY CASE

Location _____

2nd Floor Lobby, next to elevators

Terrace Display Case

West Patio Showcases

Dates desired _____

OUR GUIDELINES & PROCEDURES

All display case reservations are scheduled through the Maxson Student Organization Center, USU Room 312, on a first come first serve basis. Priority will be given to ASI departments.

This service is available for Associated Students, Inc. and CSULB recognized clubs, organizations, departments and ad units. Individual scheduling or commercial advertising is not permitted

One reservation/one display case may be scheduled at a time for one week only, Monday through Friday.

Materials for West Patio showcases must not exceed 11 x 17.

Materials must be removed Friday before 10 a.m. New materials may be displayed Friday by 5p.m.

You must have materials turned in the Friday before your assigned week. Late submissions may result in losing reservation.

Objects of monetary value placed in outside cases are allowed; however, a release of Responsibility Form must be file for items valued more than \$25.

USU staff will lock display cases, but assumes no responsibility for loss or damage to objects placed in the case.

Program/content of display case is subject to approval by the USU Marketing Coordinator.

YOUR ACCEPTANCE OF TERMS

I have read and agree to be governed by "Campus Regulations and Policies." I understand that violation of Campus Regulations may result in the loss of privilege or other restrictions at CSULB. I further understand that the use of this display case is not confirmed until a signed copy of this form is returned to me. (If estimated value of display materials is more than \$25 this form must be accompanied by a Release of Responsibility Form.)

Client Signature

USU STAFF ONLY

Location : _____

Dates Assigned : _____

Event Advertised : _____

Recognized Student Life and Development organization:
[Reservation is not confirmed until signed by USU Staff]

USU Staff Approval / Date

