



DISPLAY CASE USAGE POLICY

Location: Commons Area

Responsible Person's Name: _____

Email: _____

Start date of display: _____

Organization/Unit/Department: _____

Assigned Display Case: _____

General Guidelines:

- Must be a registered student organization to use display cases.
- The group responsible needs to receive permission from the Office of Student Affairs before use of the display case, using this form.
- Do not display inappropriate objects or pictures as determined by the Office of Student Affairs.
- If a group or an individual violates the policies or procedures associated with the display case, future use of the display case may not be permitted.
- No hardware, equipment, or objects are allowed in display or in the setting up of the display that may result in the damaging of any of the display case. If such damage occurs, the group or individual responsible for the display will be held responsible. The potential for any such damage may be considered grounds for denial of the display case application.
- The glass shelves should not be moved by the organization. If there is a need to move the shelves, consult the Office of Student Affairs.
- The display case does not lock, the college will not be responsible for lost, damaged or stolen items.
- The group or person responsible for the display should be prepared to remove the items after the date indicated below. If, items are not removed, on the agreed upon date, they will be collected and put in a box for pick up in the Office of Student Affairs, Suite 1600.
- **REMOVABLE DATE IS:**
(Date will be determined by the Student Affairs Representative) _____
- **After the date listed above, if the display case has not been cleared, the Office of Student Affairs will remove and hold everything left inside in suite 1600. The items must be picked up within 30 days of the date given or they will be subject to disposal.**

Approved by: _____

Student Affairs Representative