ETSU DISPLAY RESERVATION FORM

Name of Group ____________________________________________________________

Contact Person ___________________________________________ E# ___________ Phone # __________________

Name of event / program / topic to be advertised ____________________________________________

Description of Display ______________________________________________________________________

**Table Tent Cards**

Dates (By the month) __________

**Banners**

Dates (By the month) __________

Week Requested Dates __________

**Glass Bulletin Boards**

Dates (By the month) __________

Location Requested ______________

**Display Cases**

Dates (By the month) __________

Location Requested ______________

- Displays must comply with TBR Policy 3:01:01:00 Organizations and Policy 3:02:00:01 General Regulations on Student Conduct.
- Displays must not: (a) have illegal aims and goals; (b) propose activities which would violate regulations of the Board or the institution or school, or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution or school; or (c) advocate incitement of imminent lawless action which is likely to produce such action. Furthermore, public displays which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value are prohibited.
- Display Reservations may be denied for groups who have had more than 2 consecutive reservation periods, in order to accommodate other student organizations.
- Failure to remove your display or banner by the end of the reserved dates will result in the loss of any items left.
- Reservations are made at the discretion of the SORC Staff to best serve all student organizations. Reservation times for both the Glass Bulletin Boards and Display Cases will be from the first weekday of the month to the last weekday of the month.
- Multiple weeks or months may not be reserved on the same reservation form. Likewise multiple boards/display cases may not be reserved by the same organization. **Reservations should be made no more than 1 month in advance of the date needed.**
- Keys to the display facilities may be checked out with the appropriate deposit (typically a student I.D.). Failure to return keys will result in encumbrance with the University.
- Glass cases, banner walls, and tent cards will be assigned on a first come, first served basis. **However, new reservations will be given priority over groups who have reserved display areas for more than 2 consecutive reservation periods.** The contact person named above will be notified of approval status after receipt of this request.
- I understand that failure to abide by these policies will result in my group being denied use of these services for one full semester.

______________________________
Signature of Contact Person

______________________________
Date

For Office Use Only

______________________________
Date Received ________________

______________________________
Registered Organization Yes _____ No ______

______________________________
Approved: Yes _____ No ______

______________________________
Location ______________________

______________________________
Initialed By __________________