

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 week) _____

Table tent cards must be no larger than 5" x 7". A sample card must be submitted with this form for approval. The name of the student organization must be clearly displayed on the card. The table tent card must be folded in the shape of a 'V'. The number of table cards allowed on the tables of the Cave, Atrium and Marketplace at any one time are limited. Requests must be received at least one week prior to the first day of your intended reservation.

Banners

Dates (By the week) _____

Week Requested Dates _____

Banners must be no larger than 4' wide x 8' long. A drawing of the banner must be submitted with this form for approval. Banners must be constructed using waterproof paints. Advice on construction and mounting of banners can be obtained in the SORC. Construction and safety of the banner must be approved by the University Center before the banner may be hung. Banners may not be approved due to improper construction. Turn in your request one week prior to the first day of your intended reservation.

Glass Bulletin Boards

Dates (By the month) _____

Location Requested _____

Bulletin Boards are to be used to display items regarding a registered student organization, program, service or event. Items shall be affixed with pushpins, thumbtacks, staples and/or masking tape.

Display Cases

Dates (By the month) _____

Location Requested _____

There are two display cases located outside of SORC Suite C (SGA Office).

- ❖ 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 2 months 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 table 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 _____