

ETSU DISPLAY RESERVATION FORM

Name of Group _____
Contact Person _____ E# _____ Phone # _____
Name of event / program / topic to be advertised _____
Description of Display _____

Table Displays

Dates (By the week) _____

Table display cards must be a "5X7" landscape size design that can be printed and placed in a plastic holder. Two organizations at a time can reserve these for 1 week only. All printed table display cards must be submitted to the SAO by 4:00 pm on the Friday before the reservation date to hold your reservation. The name of the organization must be clearly displayed on the card. The number of tables are as follows: Atrium (15), and Marketplace (40) total of tables = 55. Student organizations will not be permitted to install the table displays. The SAO will distribute and remove all table display cards. Reservations must be received at least 1 week prior to the first day of your intended reservation and a sample display should be submitted with this form for approval.

- ❖ 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.
- ❖ 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 _____