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 SORC 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: Cave (40), Atrium (15), and
Marketplace (40) total of tables =95. Student organizations will not be permitted to install
the table displays. The SORC 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.

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.

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.

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 __________________________