



University of Missouri – Kansas City
Student Life Office
Policy and Registration Document

DISPLAY CASE POLICY

- ◆ All recognized student organizations have the right to reserve the Student Life Office Display case.
- ◆ Each organization may reserve up to two weeks (consecutive or non-consecutive) per semester.
- ◆ Reservations are on a first come, first serve basis.
- ◆ Each organization is responsible for the removal of display materials by the following Monday by 10 AM.
- ◆ If an organization does not utilize the display case by the first Tuesday of their reserved week, their reservation is cancelled.
- ◆ Materials should not promote alcohol or any other illegal substance use nor should it display any election materials. Inappropriately displayed materials, images or language deemed profane, defaming or inflammatory may be removed from display.
- ◆ Damage or destruction to the display case may result in the loss of usage rights and financial responsibility for any repairs.

Name of Student Organization: _____

Name of Organization Representative: _____

Phone: (___) ___ - _____ E-mail: _____

Date of Reservation: ___ / ___ / ___ thru ___ / ___ / ___

Organization Representative:

I have read, understand and agree to abide by the above policy guidelines. By signing this form and reserving the display case, I and my organization will take full and complete responsibility for ensuring that the policy will be followed as stated. I understand that failure to do so may result in my organization losing the rights to use the display case in the future.

(Signature)

(Print Name)

Thank you for taking the time and responsibility to read and complete this form. Please *return* this form to the ***Student Life Office*** immediately to obtain desired reservation dates.

Approved by: _____
Student Life Office Staff