

UW-WHITEWATER DISPLAY CASE USE AND REGULATIONS

This is a University Center policy that is implemented by the Leadership Center.

Any organization desiring use of either of the two University Center display cases, located outside the Warhawk and near the Schaefer Room, must reserve such space through the Leadership Center, located in the University Center, Room 264.

The following regulations should be considered before making reservations:

1. Reservations are made for a five-day period. Exceptions to this are Homecoming, Welcome Week, and other special all-university events.
2. The display case key may be checked out at the Info/Ticket Center of the University Center.
3. Displays may be left in the display case for no longer than six days (Monday-Saturday). Displays may be set up beginning at 12:00 Noon on Sunday and must be taken down by 6:00 pm on Saturday. Displays not removed by that time will be removed by the sponsor of the next display and taken to the Info/Ticket Center. The Info/Ticket Center is not responsible for damage or loss of these items.
4. No organization may reserve the display case more than once in a two week period.
5. Groups delinquent in the payment of applicable room food service charges or not removing their display case material by deadline will be denied the use of University Center facilities and services until such time as all past due accounts are paid.

Date Last Revised: 2/28/02

Source: University Center Board