



DISPLAY CASE RESERVATION REQUEST MEMORIAL UNION

The Memorial Union has display cases located at the north staircases of the building on the first and second levels and one small case on the second floor. Display Cases may be reserved by the campus community to showcase and promote ASU departments, student organizations and their programs and services. Each Display Case is sectioned off into parts A, B, and C. Sections A and C may be reserved for a one month period for a \$50 fee. Section B may be reserved for a semester with a fee of \$150. Each space measures 3 feet wide, 2 feet deep and 8 feet high.

1. Complete and return the Display Case Application form to the Event and Meeting Services (EMS) Office MU 182 located on the main level, Mail Code: 0901, or fax form to 480-965-5834.
2. Include a drawing or outline of the proposed display.
3. Upon approval, confirmation, and payment, installation may begin the first day of the month in which the reservation is confirmed. Installation dates for semester cases will depend on monthly case reservations and will need to be scheduled with EMS. The Memorial Union reserves the right to remove display contents if the removal by the group/individual is not completed on or before the last day of the month/semester.
4. For access to the assigned display case, go to the MU Information Desk. A Building Manager will be contacted to unlock the reserved display case. The case will be locked upon completion of the installation.
5. All supplies/tools are to be provided by the group/individual installing the display.
6. **Reservation ends on the last day of the month by 5pm. Displays must be taken down by that time or a \$25 storage fee will be assessed. Each additional day a \$10 fee will be accrued.**
7. The Memorial Union reserves the right to refuse any displays, which violate the Student Code of Conduct or any University Policy.

If you have any questions, please contact our Event and Meeting Services Office at 480-965-5819.

Responsible Organization/Department: _____ Today's Date: _____
 Person Responsible: (Please Print) _____ Signature: _____
 Phone: _____ Fax: _____ Email: _____

Month Requested (Sections A & C): _____ **Year:** _____

Semester Requested (Section B) **Fall** _____ (July – Dec) **Spring** _____ (Jan – June)
Year Year

First Floor **Second Floor** (Circle requested section below)

WEST		
A \$50	B \$150	C \$50

EAST		
A \$50	B \$150	C \$50

Small Case Month _____ Year _____

Describe the purpose of the display: _____

----- **FOR OFFICE USE ONLY** -----

Accepted By: _____ Entered in EMS: _____