

University Center Building Display Case General Information

Display cases are **ONLY** available for ASU affiliated student organizations, departments or students

There are 3 options for display case utilization:

- 1) **Month: Reserve a specific available display case section for a month.**
- 2) **General: Request short-term posting of informational posters/flyers in a "general use" case section:**
 - * Examples of this type of posting are flyers/posters (not to exceed 11"x17"):
promoting an ASU event; advertising student job; promoting new class offering or student organization.
 - * Only hard copies of flyers/posters will be accepted. *We will not be responsible for printing your posting.*
 - * **Subject to size limitation and space availability**, DRC will post your submission in one of these designated case sections within 48 hours of reservation approval and confirmation.
 - * **Maximum posting time is one month.** DRC removes & disposes of expired material (end of day of event).
- 3) **General student-to-student: Request short-term posting of "student-to-student" information:**
 - * These postings must be submitted on a **4" x 6" index** card only. *No other format will be accepted.*
 - * Examples of this type of posting are: textbooks for sale; apartment for rent; tutor needed; etc.
Space not available for business use of any kind.
 - * **Subject to space availability**, DRC will post your submission in one of these designated case sections within 48 hours of reservation approval and confirmation.
 - * **Maximum posting time is one month.** Requests for earlier removal will be accepted.

Complete the Display Case Reservation Form and submit it to the Disability Resource Center (DRC) office:

- * Fax to (602) 496-0384
- * Mail through campus mail to: DRC ATTN: Display Case Reservation; Mail Code 1320
- * Bring to UCENT building, Suite 160, between 9 am and 4 pm work days only

For approval, forms must be COMPLETE as well as signed and dated.

As Stated on the Reservation Form:

Agreement

- 1) I agree that the display materials will showcase and promote ASU departments, student organizations and their programs and services.
 - 2) I agree to provide all supplies/tools for the display.
 - 3) If I plan to keep displayed items, I agree to make arrangements to assist DRC in removal of display items between 9 am and 4 pm on the last working day of the reservation agreement.
 - 4) I agree that DRC staff will remove and dispose of all contents on the last working day of the reservation agreement if no arrangements are made to keep displayed items.
 - 5) The University Center reserves the right to remove content deemed inappropriate or in violation of the Student Code of Conduct or University Policy **without warning**.
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UCENT Display case reservation services are facilitated by the Disability Resource Center (DRC) office.

For more information or if you have questions, contact

Jeani Mitchell at (602) 496-4321 or designated DRC student assistant

Display Case Reservation hours of operation: 9 am - 4 pm, work days only

INSTRUCTIONS: Please PRINT clearly or TYPE information. Complete and fax or deliver to DRC.

ASU Affiliated Student Organization/Department Name	Today's Date
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Responsible Person Name	E-mail	Phone #	Fax #
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Chose from option 1), 2), or 3): 1) Month Reservation Request Date (Max 1 month) From: _____ To: _____	Short-term General Display Posting Request Options** 2) <input type="checkbox"/> General only <input checked="" type="checkbox"/> Gen Use 3) <input type="checkbox"/> General student-to-student only <input checked="" type="checkbox"/> Std-Stdt **see information page submit on 4"x6" index cards only
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Unit #	Location	Approximate Section Size	For Option 1 ONLY: Section #
First Floor:			
# 1	Inside East Door ~ near parking garage	4' h x 3' w	<input checked="" type="checkbox"/> Gen Use <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input checked="" type="checkbox"/> Gen Use
# 2	Inside North Door ~ on west wall	4' h x 28" w	<input type="checkbox"/> B1 <input checked="" type="checkbox"/> Gen Use <input type="checkbox"/> B3
Second Floor:			
# 3	Across from room 253	4' h x 30" w	<input type="checkbox"/> C1 <input checked="" type="checkbox"/> Gen Use
# 4	Left of room 262	4' h x 30" w	<input type="checkbox"/> D1 <input type="checkbox"/> D2
# 5	Across from 267 (classroom support) ~ to left of elevator	4' h x 30" w	<input type="checkbox"/> E1 <input type="checkbox"/> E2
# 6	Left of room 282 ~ across from restrooms	4' h x 30" w	<input type="checkbox"/> F1 <input checked="" type="checkbox"/> Std-Stdt
# 7	Across from study room 218-238	3' h x 2' w	<input checked="" type="checkbox"/> Gen Use <input type="checkbox"/> G2
# 8	Across from study room 218-238	3' h x 2' w	<input type="checkbox"/> G3 <input type="checkbox"/> G4
# 9	Across from study room 218-238	3' h x 2' w	<input type="checkbox"/> G5 <input checked="" type="checkbox"/> Gen Use
# 10	Left of room 234~ across from restrooms	4' h x 3' w	<input checked="" type="checkbox"/> Std-Stdt <input type="checkbox"/> H2
Lower Level:			
# 11	Wall between stairs and doorway to elevator	3' h x 2' w	<input checked="" type="checkbox"/> Gen Use <input type="checkbox"/> L2

Describe the purpose of the display: (continue on back of form, if necessary)

Agreement:

- I agree that the display materials will showcase and promote ASU departments, student organizations and their programs and services.
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- I agree that DRC staff will remove and dispose of all contents on the last working day of the reservation agreement if no arrangements are made to keep displayed items.
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Signature of Responsible Person	Date
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~ FOR OFFICE USE ONLY ~			
Accepted by:	Date Accepted:	Data Entered by:	Date Entered: