



McFarland Student Union Policy 2000-0105

DISPLAY CASES

A. Purpose

To outline procedures and policies for the use of the SUB's display cases.

B. Scope

This policy applies at all University Departments and Student Organizations who wish to utilize a display case in the MSU for the purpose of promoting University events, programs, activities or organizations.

C. Definition(s)

Assigned Display Case: A display assigned to a department or student organization for an entire year which can be renewed at the beginning of each academic year.

On-Line Display Case: A display case reserveable for use by organizations, departments or committees for the period of no longer than one calendar month or four consecutive weeks.

D. Policy and Procedure(s)

- **General Use:**

1. Display cases in the McFarland Student Union are reserved for the promotion of University programs, events and activities only.
2. Display cases may not be used for non-university purposes or for any activity that does not contribute to the mission, goals and vision of Kutztown University and the McFarland Student Union.

- **Assigned Display Case:**

1. Assigned Display Cases must be utilized year round.
2. Organizations not utilizing display cases are not guaranteed to have their display case renewed.
3. All administrative and student organizations who have an assigned display case must sign an annual renewal agreement at the beginning of each academic year.
4. Groups failing to submit renewal agreements forfeit their display case assignment.

- **On-line Display Case**

1. Organizations, departments or committees wishing to reserve an on-line display case must register with Student Union and Commuter Services.
2. On-line display cases may be reserved from 1 day to 4 consecutive weeks or one calendar month for the same event or program.
3. Groups must set-up and tear down displays in a timely fashion.

E. Effective Date

- 2000-2001

F. Approved By

- MSU Advisory Board, Vice President for Student Services and Campus Life, & President of Kutztown University

G. Cross References