

DISPLAY CASE POLICY

The Student Involvement display cases, located on the first floor of the Rhatigan Student Center (RSC), are a service provided by Student Involvement for student groups, organizations and departments of Wichita State University (WSU) to promote their activities and/or recruit membership for their areas. Reservation of these cases is handled in Student Involvement, RSC 216, according to the following guidelines:

Reservations

1. The display cases can be used by any registered WSU organization or department at no cost.
2. Reservations are made on a first-come, first-served basis.
3. Reservations of either case are limited to a one week period of time, beginning and ending on a Friday at 2:00 p.m.
4. Due to a high demand for use of the cases, each group can only reserve one case during a semester. However, discretion of use and length can be determined by the Student Involvement Office Manager.
5. To reserve a display case, the name of the group, a contact name, telephone number and dates needed must be provided.
6. Cancellations should be made at least two weeks in advance by calling 316-978-3022.
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4. Dimensions of the cases are 52" high x 89" wide x 21" deep.

Display Materials Policies

1. The display cases cannot be used to promote, advertise or otherwise advocate an illegal activity or violation of any WSU policy.
2. All materials in the case must be written in and/or have a translated copy displayed in the English language.
3. Any group using the display case must identify the display as being sponsored by their organization/department and include a telephone number for further information.
4. If a group violates one or more of these policies, Student Involvement will notify the group to rectify the situation immediately. In the event a member of the sponsoring group cannot be reached, Student Involvement reserves the right to take down the display and will notify the group of the action taken. Student Involvement reserves the right to deny future use of the display cases to any group who has previously violated policies.

Damages/Liability

1. Wichita State University, the Rhatigan Student Center and Student Involvement are not liable for damages to items in the display cases.
2. Any damages to the display cases done by a group using the cases will be charged to the organization or department.