

Holmes Student Center Window Display Agreement

Display windows may be reserved in the Holmes Student Center (HSC) General Office by Student Association recognized student organizations or University Departments for announcements, promotions or marketing. Window display dimensions are 40" w x 60" h.

Window display reservations will be for a period of 7 or 14 consecutive days and will begin on a Monday and end on a Sunday. Organizations are limited to 2 weeks per semester.

- New displays may be installed any time on the first Monday of reservation.
- Expiring displays must be removed no later than 9:00 p.m. of the last Sunday of the reservation.
- **A \$25 fee may be assessed to any organization or department for not removing their display by the time stated above.**

Installation:

- HSC will not supply installation materials
- Window paint is prohibited
- Only masking or painter's tape is permitted for affixing materials in the display windows
- **Groups will be required to pay for any damage incurred during installation or display. NIU Carpenters bill at approximately \$100 per hour, plus material**

Liability:

- HSC reserves the right to remove and discard a display, which is deemed inappropriate to the philosophy and mission of the Holmes Student Center or Northern Illinois University.
- HSC will not be responsible for lost, stolen, or damaged items used in a display window.
- HSC will not be held responsible for damages to displays if they must be removed as a result of a group not meeting the obligations set forth in this agreement.
- **HSC will only retain items that must be removed from a display for up to one week, at which time they will be disposed of.**
- Display windows may not be used to promote any candidates for student elections or for any individual political candidate. However, a display may be used to promote nonpartisan voting.

Organization/Department	
Name	Position Title
Phone	Email
AR/Cost Center #	
Week(s) Requesting	

By signing this document, I acknowledge that I have read and fully understand all Holmes Student Center, On Campus Social Event, and Events and Conference Services Policies and agree to hold my group accountable to them while utilizing space in the Holmes Student Center.

Signature: _____ **Today's Date:** _____

For Office Use Only

Received By: _____ Date & Time: _____ Window # _____ Confirmation Emailed On: _____