DISPLAY WINDOW RULES

1. Display windows may be reserved in the Holmes Student Center General Office by Student Association recognized organizations or University Departments for announcements, promotions or organizational activities.

2. Organizations are limited to 14 total days per semester with a one-window limit. The 14 day period may be consecutive or may be divided into two seven (7) day periods throughout the semester.

3. In an effort to minimize congestion and reduce installation time, it is recommended that organizations prepare their displays beforehand, to the greatest extent possible. Only two persons from each organization will be allowed inside the General Office to install a display. Installation must be completed within one hour, although additional time may be allowed at the discretion of the HSC staff.

4. If an organization or department reserves a window space, but fails to utilize it within 2 days, the window may be reassigned to another group, as need merits.

5. 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.

6. Window display reservations will be for a period of 7 or 14 consecutive days and will begin and end on a Monday. Installation or removal of window displays must take place during the normal hours of operation of the HSC General Office (8 a.m. to 3:30 p.m.). New Displays may be put up Noon – 3:30 p.m. on the first Monday of the reservation. Current Displays may be removed 8 a.m. to Noon on the last Monday of the reservation. A $10 fee will be assessed to any organization or department for not removing their display by the time stated above.

7. HSC will not be responsible for lost, stolen or damaged items used in a display window. Further, HSC does not provide supplies for the installation of window displays. Organizations are reminded to bring masking tape, scissors, and other items needed to properly install their display.

8. Paint is not permitted on windows and only masking tape may be used for attaching materials to windows or to the window casing. A $10 fee will be assessed to organizations that use a tape other than masking!!

9. Damages, which result to HSC as a result of the installation of a display, are the responsibility of the organization or of the department sponsoring the display. Any damages to HSC property may result in suspension of window display privileges.

10. 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 non partisan voting.