WINDOW DISPLAY RESERVATION

Organizations/Departments can reserve a window for a total of 14 days each semester. The 14 days can be consecutive or can be broken down into two 7-day periods. Reservations will begin on a Monday after 12 Noon and will end on a Monday before 12 Noon. If Monday is a scheduled holiday, Tuesday will be considered the first/last day of the reservation period. All organizations and departments must abide by the Display Window Rules.

Organization/Department Name: __________________________________________
Account #: __________________ Dates window needed: _____________________
Today’s Date: _________________________________

I HAVE RECEIVED AND READ A COPY OF THE DISPLAY WINDOW RULES.

____________________  ________________________ ________________
Print Name    Signature    Date

Phone Number _____________________________________

*****DO NOT WRITE IN SPACE BLOW. HSC GENERAL OFFICE USE ONLY*****

Organization approved to use General Office Window #: ______________

Approved by: ________________________________

Today’s date: ________________________________ (ok pd)