Information Space Rental in the Student Union

Summary/Purpose: This policy is for the rental of Information Space in the Student Union for Student Organizations and University Departments or Organizations.

1. Reservations are made through the Department of Campus Programming, where a reservation agreement must be completed.
2. Rental is open to all registered student organizations and university departments or organizations.
3. There is a $100.00 fee for one academic year’s usage of the Board (July 1 – June 30).
4. The space will be used to promote ONLY the authorized organization. Day to day maintenance of the space will be performed by the organization.
5. The student organization will be responsible for posting material in compliance with University rules and regulations.
6. Any damage incurred to the space will be the responsibility of the student organization, and repair or replacement costs will be assessed accordingly.
7. The Department of Campus Programming will provide the space and signage indicating the organization to which it is rented [34x33 (entire space); 27x33 (space with signage)].
8. Organizations cannot engage in any solicitations or marketing that will conflict with the exclusive agreement that the University has with contracted businesses and/or corporations.
9. The Department of Campus Programming reserves the right to monitor material posted on the space. Any violations will result in that organization’s forfeiture of space usage for the academic year rented. All fees are nonrefundable.