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# Display Cases Policy

1. Display Case reservations are taken on a first come, first serve basis and should be made at least (5) working days in advance of the reservation start date.
2. Reservations must be made by filling out the on-line Display Case Reservation Form located at [www.ferguson.ua.edu](http://www.ferguson.ua.edu).
3. Only registered student organizations and University Departments will be allowed to reserve display cases.
4. Display cases may be used to promote student activities, organizations or departments and may be reserved for a maximum of one (1) calendar month and can only be reserved once per semester. **Items must be placed in display case within the first week of the reserved month. If not, the reservation will be forfeited and the space given to the next person on the waiting list. Display cases cannot be reserved for consecutive months by the same department or student organization.**
5. The reserving party must provide all decorations and materials necessary for the display.
6. Combustible materials, ammunition, firearms, alcoholic beverages or representations of these items are prohibited in the display cases. Such items will be removed by the Ferguson Center staff if placed in a display case.
7. The use of nails or staples to tack items in the display case is prohibited. Anyone doing so will be charged for damages.
8. The reserving party is responsible for removing all materials and decorations at the conclusion of the reservation period. If materials are not removed, unclaimed displays will be taken down by Ferguson Center staff and discarded.
9. If there are items remaining in the case that you have reserved, please notify the Ferguson Center Event Planning Office or Student Building Manager on duty so the items can be removed. Please do not remove the items yourself or place your items in another empty display case as it may have been assigned to another party.
10. The Display Case key may be checked out at the Ferguson Center Reservations Office during regular hours of operation. **THE KEY MUST BE RETURNED AS SOON AS YOU HAVE EITHER SET UP AND/OR REMOVED YOUR DISPLAY OR. THE KEY IS NOT TO BE REMOVED FROM THE FERGUSON CENTER.** Please be sure that the display case is locked. If there is not a lock on the display case that you have reserved, please notify the Ferguson Center Event Planning Office, or Student Building Manager on duty (if during evening or weekend hours).
11. The Ferguson Center is not responsible for any lost, damaged or stolen items that are a part of any display case.

