Holiday Display Policy & Application

University Unions – Student Activities & Involvement

(November 2015)

Purpose:

The university receives requests to allow recognized JMU Student Organizations to display symbols of religious and other holidays on campus. This policy is intended to provide space for such displays by recognized Student Organizations in designated spaces in areas outside adjacent to the Madison Union and Festival Conference and Student Center.

Space:

There are four spaces on each side of campus available for display of materials for holidays on a first-come, first-serve basis. Each space is 8 feet wide by 5 feet deep. The spaces are outdoors and exposed to the elements, so the displays should be constructed with materials that are appropriate for outdoor use. No tents are allowed to protect the displays. There will be no power or security for displays. No “live displays” with animals or people are allowed. Securing anything in the ground or to a building or structure of the university is also prohibited, as is any display that damages or otherwise alters the grounds, vegetation or structures of the display area. All materials in displays will be left out at the sole risk of the Student Organization, and the University will not be responsible for damages to or theft of displayed items. Displays cannot include any materials posing a danger to the campus community or the grounds, vegetation or structures of the display area. Organizations are responsible for all set up, take down and restoration of their reserved space after the display is removed. Madison Union and Festival staff will have sole discretion in directing organizations how the displays may be placed and stabilized. The organization is responsible for any cost associated with meeting these requirements. The university will remove any display not conforming to the rules and the university will dispose of the items displayed.

Reservations:

Space will be reserved on a first-come first-serve basis, after the application is received and approved by the Student Activities & Involvement Office. Organizations are required to include all information about the proposed display in the application, including identification of the holiday, including desired dates for the display (not to exceed two weeks), a list of items to be used in the display, description and/or picture of the items to be displayed, including size, weight, and materials, and acceptance of all policies of the university. The application must be received in the Student Activities & Involvement Office at least two weeks in advance of the proposed dates.

Any recognized Student Organization may request one space at a time, for display of holiday symbols. When the application has been approved by Student Activities, a copy will be sent to the Madison Union scheduling office to make the reservation. A confirmation will be sent to the organizations nuts and bolts representative. Displays not removed by the end of the reservation date will be taken down and the reserving organization will incur a charge of $25.00. If they are not picked up by the organization within seven (7) days they will be disposed of.

\*\*Organizations desiring to have a similar display for the same holiday may be asked to work together.

Holiday Display Application

Date and time received in SAI:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Holiday Name and Description:

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Date(s) Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set Up Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clean Up Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Display Design and Materials for the 8x5 space: (please attach a picture or sketch):

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By signing this application we acknowledge and accept that there will be no electricity, no security and no securing of our display to the ground, vegetation or structures in the display area. We understand that we are responsible for ensuring the materials can stand up to the weather and for cleaning the area completely in accordance with our clean up date.

Nuts & Bolts Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President’s Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_