Display Case Policy
Walb Student Union

The Student Life Office is responsible for maintaining the display case near rooms 222-224 in the Walb Student Union.

The guidelines for student organization use of display cases are as follows:

1. Any recognized student organization may request to use a display cases at no expense; reservations will be made on a first come - first served basis. The Student Life Office will maintain a reservation calendar for such use and keys to the display case.

2. An organization that reserves the display case will have use of the case for one month. Reservations start on the first day of the month and end on the last day of the month (unless the day falls on a weekend or campus holiday).

3. All contents must be removed from the case by the end of the month deadline.

4. Inappropriate use of or inappropriate contents within the display case will result in immediate removal of the contents and may result in the student organization being prohibited from display case use in the future. Inappropriate use of display cases will be considered misuse of campus facilities as set forth in the IPFW Code of Student Rights, Responsibilities and Conduct.

Inside the display case:
- The case is 68 inches long, 21 inches deep, and 75 inches tall.
- Push pins, T-pins and thumbtacks are all allowed.
- Staples may be used; however they must be removed at the end of reservation.
- Remove shoes when working/standing in the display case.
- A handivac and window cleaner are available from the Walb Union Operations.

Forms are available online under Organization Resources at [www.ipfw.edu/stulife](http://www.ipfw.edu/stulife). Please contact the SORC at (260) 481-5772 if you have any questions.