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Name:	Accessing Atrium First Floor Bulletin Board Display Space
Policy Number:	3-2000
Origin:	Atrium Visual Display Sub-Committee
Approved:	March 19, 2010
Issuing Authority:	Associate Vice President, External Affairs
Responsibility:	Public Affairs Officer
Revision Date(s):	N/A
Effective Date:	June 15, 2010

1. **Purpose:**

To provide interested members of the university community with policy and procedure for accessing all bulletin board display cases located in the first floor of the Atrium.

2. **Policy:**

All bulletin board display cases located in the first floor of the Atrium are available for scheduled use. When scheduling conflicts occur, priority will be given on the following basis:

First priority: University departments and units

Second priority: SMUSA recognized student organizations

Content of the display should be of general interest to the university community and of non-commercial nature.

Exhibitors are responsible for placing the materials in the cases and removing them at the designated time. Exhibitors are responsible for obtaining any materials or supplies required for the exhibit. The Department of External Affairs is not responsible for the security of materials while on exhibit.

3. **Procedures:**

Request forms are available at www.smu.ca/administration/externalaffairs/. The request form should be returned to the Public Affairs Officer at the Department of External Affairs at least two weeks prior to the display date. Confirmation of the request will be provided via e-mail or phone by the Department of External Affairs. The Department of External Affairs reserves the right to deny requests.

Request Form - Accessing Atrium First Floor Bulletin Board Display Space

Title of Proposed Exhibit

Description of Exhibit

Please provide a brief description of proposed display, theme and materials to be placed on exhibit:

Duration of Exhibit

We agree to install, set up, and maintain a display at **(Bulletin Board Number)**. It will be on Atrium premises for the following dates:

Beginning date:

Ending date:

Contact person:

Dept. or Organization:

Email address:

Phone:

Please return the completed request form by email or in person to the Department of External Affairs at least two weeks prior to the display date.