

Guidelines for Use of Lobby Display Case

- Use of the case is restricted to departments, offices, and recognized organizations of the University of Illinois medical campus at Peoria.
- Content of displays should be appropriate for public view and consistent with the aims, mission, and/or policies of the University of Illinois medical campus at Peoria
- Reservations should be made via the Outlook system in the “Lobby Display Case” calendar in “blocks” not to exceed four weeks. It is possible to reserve the case for a longer period by making two separate reservations; for instance one for four weeks and another for two. Student Groups should contact the Student Affairs Office at 671-8411 for assistance in reserving the case.
- Generally, the case will be available on a first-come, first-serve basis. If there are conflicting requests, the parties are expected to attempt to resolve the conflicts among themselves. Conflicts that cannot be resolved may be referred to the Department of Academic Affairs for review. Length of the reservation, timeliness of message, and relevance of content to the University of Illinois medical campus at Peoria will be among the factors considered when resolving conflicts.
- Displays must be designed and arranged so as not to damage the case. Leave the Case as you found it – or better.
- Display items must be free-standing or supported by a book stand or easel. The Division of Educational Services (DES) has book stands that can be borrowed by contacting Mary Jean at 671-8448 or mjd@uic.edu.
- Do not use adhesives of *any* kind on the surfaces of the case or its shelves; i.e. NO tape, glue, fun-tac, putty, post-its, labels, Velcro, etc., are permitted.
- Do not affix anything to the walls of the case; i.e. NO pins, tacks, staples, nails, clips, etc., are permitted.
- Do not use substances that may litter the case or leave residue; i.e. NO glitter, confetti, flocking, excelsior, cellophane “grass,” etc., are permitted.
- Do NOT attempt to move the shelves within the case unless assisted by a maintenance staff member.
- The reserving department or organization is completely responsible for setting up the display on the first day of the reserved period, and removing all traces of the display on the final day of the reserved period. Work orders should be submitted to the Physical Plant department when necessary to move the glass shelves.
- The display case does not lock. Consider this when choosing items for display.

Questions about the Guidelines can be directed to Academic Affairs at 671-8407.