Student Leadership & Development

Booth Contract

Construction of Booths

- Structures must be erected and painted off campus (this ensures that structures are portable and minimizes paint, nails, or other hazards in Quad).
- The size of booths cannot exceed 9’ (front) x 9’ (height) x 5’ (width/depth).
- Booths must be made of all weather material and must be painted. The student organizations name must be clearly visible on the structure. Booths without proper identification will be removed at the expense of the organization.
- Structures are placed on the campus at the risk of the sponsoring organization and may be removed with or without notice by University personnel.

Selection of Spaces

- There will be a maximum of 26 booths in the quad at one time.
- Spaces will be given out by appointment (Fall- Tuesday, August 21, 2012 beginning at 9:00 a.m. in the Office of Student Leadership and Development, Spring- Thursday, January 24, 2013 beginning 9:00 a.m. in the Office of Student Leadership and Development).
- Prior to placing a booth on campus, an organization must register their booth with the Office of Student Leadership and Development.
- All booths are to be placed on the East side of the Quad.
- Booths are placed and approved under the direction of the Office of Student Leadership and Development around the perimeter of Quad Union.
- Booths must stay in their assigned space; otherwise booth privileges will be revoked.
- Vacancies and spaces that have not been filled 7 days after the booth lottery will be reassigned by appointment within the following week.
- Only the President and Vice President will be allowed to participate in the lottery on behalf of their student organization unless otherwise approved through Student Leadership & Development.
- Booths will only be approved to chartered student organizations.
- Under no circumstances is the organization booth allowed to move from its assigned space.

Delivery and Removal

- Booths may be delivered to campus between the hours of 5am-7am or 7pm-11pm.
- See attached map for approved delivery route.
- Any university property damage created through delivery or removal will be at the
expense of the organization.

**Inspection / Maintenance of Booths**

- Office of Student Leadership and Development will inspect booths upon arrival to campus to ensure the booth meets all specifications and is structurally safe.
- It is the duty of the student organization to maintain the booth. Booths that are not maintained will be removed at the expense of the student organization.
- The University reserves the right to reject any booth that does not meet stated specifications and for any other reason deemed not legitimate by University staff whether or not specified in this policy.

**Booth Calendar**

- Booths can be placed on campus for the fall semester after the booth lottery on Tuesday, August 21 beginning at 7pm. Booths must have an assigned space. See selection of spaces above. Booths may be on campus from **August 21, 2012** and must be removed by **December 13, 2012**.
- Booths can be placed on campus for the spring semester after the booth lottery on Thursday, January 24 beginning at 9am. Booths may be on campus from **January 24, 2013** and must be removed by **May 20, 2013**.
- Booths must be removed from the campus on the dates listed above and when requested for special events in the quad. The organization will be assessed a $25 fine for each day it has not been removed for up to 10 days. After 10 days booths will be removed and disposed of at the expense of the organization. Such student organizations will not be considered in the booth lottery for the following semester.

*Organizations who fail to comply with the Booth Contract will have their booth privileges revoked immediately.*

On behalf of my organization, I agree to the above terms.

__________________________________________
Signature

__________________________________________
Print Name and Title

__________________________________________
Phone Number

__________________________________________
Student Organization Name

For Office Use Only:

Booth Space #: _____________________________  SLD Staff initials: _________________________