

Easel Reservation Request - Advertising

(Mason Organizations Only)
Johnson Center & Student Union Operations
Johnson Center – Room 324 MSN 5A3 – Phone 993-2921 – Fax 993-2919

1. Name of Organization/Department _____
2. Contact Name _____ Phone _____ Fax _____
3. Organization/Contact's Email _____
4. Requested Date for Easel(s): _____ Requested Reservation Start Time: _____ End Time: _____

Easels for use in meeting rooms or for events must be reserved through Events Management when reserving event space

Johnson Center - Easel Locations

- | | | | |
|--|--------------------------|-----------------------------------|--------------------------|
| Easel A: Bookstore/Computer Store | <input type="checkbox"/> | Easel B: Bookstore/United Bank | <input type="checkbox"/> |
| Easel C: Elevator Area (EAST) | <input type="checkbox"/> | Easel D: Elevator Area (WEST) | <input type="checkbox"/> |
| Easel E: Atrium Stairs (to ground floor) | <input type="checkbox"/> | Easel F: Ground Floor (by stairs) | <input type="checkbox"/> |

Student Union I - Easel Locations

- | | | | |
|--|--------------------------|--|--------------------------|
| Easel A: Column 2nd Floor (Student Health Ctr) | <input type="checkbox"/> | Easel B: Ground Floor (by Chick-Fil-A) | <input type="checkbox"/> |
|--|--------------------------|--|--------------------------|

Student Union II - Easel Locations

- | | | | |
|-----------------------------|--------------------------|--|--------------------------|
| Easel A: Ciao Hall Entrance | <input type="checkbox"/> | Easel B: 3rd Floor Lobby (near stairs) | <input type="checkbox"/> |
|-----------------------------|--------------------------|--|--------------------------|

Terms and Conditions

1. All recognized Mason student organizations and departments may schedule two easels per day for a maximum of 25 two-day reservations or 50 dates per semester and may reserve one year in advance.
2. Easels, if not occupied within 15 minutes of reservation start time, may be taken down by Operations Staff or reserved by another Mason organization.
3. Any flyers, posters or signs not retrieved by the organization will be discarded two hours after the reservation end time.
4. Easels **MUST** remain in the assigned area and may not be moved.
5. JCSU Operations is not held responsible for damages, lost or stolen materials while posted on reserved easels or for materials not retrieved by organizations at their reservation end date/time.

I have read and understand the Terms and Conditions written above. I have also been given the opportunity to read the Posting Procedures for Johnson Center and Student Unions related to University Policy 1109. I understand the procedures and policy apply to all Mason Faculty, Staff and Students.

Signature _____

Date _____

FOR OFFICE USE ONLY

- Request Approved w/ Dates Requested (See attached reservation report) Request Approved w/ New Dates (See attached reservation report)

Request Denied _____

EVENT # _____

Approve/Denied By:
_____ (Staff Initials)