



Information

Date: _____

Name of Club/Org/Dept.: _____

Name of Display: _____

Contact Person: _____

Phone: _____ Email: _____

Starting Date: _____ Ending Date: _____

- The display case second from the right on the 2nd floor Atrium of Coeur de Catherine is available to the College of St. Catherine community in one week increments, starting at noon on Monday and ending at 10:00 am the following Monday
- The key is available during regular business hours at the Student Center & Activities Office, 270 Coeur de Catherine.
- It is imperative that you use extreme caution while opening and closing the doors to the case. They can easily jump the track, causing excessive pressure to build, resulting in the glass breaking.

I have read and understand the Display Case Policy.

Signature Date

Office Use Only

Received by: _____ Date: _____

Approved by: _____ Date: _____

Confirmation sent via email: ___yes ___no Initials: _____

**Please return this form to the Student Center and Activities Office, Coeur de Catherine 270.
Questions? Call 651-690-6210. Thank you!**