

## **Reserving a Signboard for Your Undergraduate Production**

1. A reservation sheet will be posted for the semester on the second floor of 294 Elm Street.
2. Undergraduate Students can sign up any time after the sheet is posted, and signboards will be reserved on a first-come, first-served basis.
  3. Reservations can only be made for one week, from Sunday through Saturday
4. Keys for the signboard can be picked up Sunday from 10am-10pm from the work study student located in the conference room on the second floor of 294 Elm Street.
5. Keys can be returned anytime the following week to any member of the Office of Undergraduate Productions.
6. Late key returns will result in students not being allowed to reserve a signboard for the remainder of the semester.

## **Signboard Regulations**

1. Only signboards provided by the Office of Undergraduate Productions will be permitted; Student owned boards will no longer be permitted.
  2. Signboards should only be painted with latex-based paint.
  3. Affixing objects, signs, posters or banners to the signboards is not permitted.
4. Signboards cannot be painted while in the signboard rack, they must be taken to another location to be painted.
5. Once the signboards are returned to the rack they must be locked up with the lock provided.
6. The use of the signboards is restricted to the advertisement of undergraduate productions and auditions only.

Your signature on the reservation sheet is an acknowledgement that you will abide by these rules and regulations to the best of your ability.