

# NDSU Memorial Union Reservation and Event Services

## Request for Display Space

Date Rec'd: \_\_\_\_\_  
Completed by: \_\_\_\_\_  
EMS #: \_\_\_\_\_**1 Please print. CONTACT INFORMATION**

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

COMPLETE Organization/Department Name (no acronyms):  
\_\_\_\_\_Event Title (Title will be listed on room card and event schedule):  
\_\_\_\_\_**2 SELECTION**

Please check all areas you will be requiring for this reservation and fill in the corresponding boxes.

☐ Display Cage☐ Outdoor Banner☐ Poster Frame**DISPLAY CAGE****Location:** FLC Ramp

Begin date: \_\_\_\_\_

End date: \_\_\_\_\_

\*Reservable for up to 14 days.

\*Electrical outlet available

**\*NO LATEX BALLONS**

\*Mylar balloons are okay

\*Items **MUST** be cleaned by **7pm** of last day of reservation.**POSTER FRAMES****Location(s):** At Main Level Service Area or the FLC Ramp Entrance.

Begin date: \_\_\_\_\_

End date: \_\_\_\_\_

\*Reservable for 7 days.

**\*Maximum size is 2' wide by 3' tall.**  
(see reverse for illustration)

Sponsoring organization's name  
**MUST** appear on every display reserved.

**FAILURE TO CANCEL YOUR RESERVATION WILL RESULT IN A  
FEE AND JEOPARDIZE YOUR ORGANIZATION OR  
DEPARTMENT'S FUTURE USE OF MEMORIAL UNION FACILITIES.**

e-mail us at: [ndsu.mu.eventservices@ndsu.edu](mailto:ndsu.mu.eventservices@ndsu.edu)

Please review the calendar to the right. If you would like to schedule multiple meeting dates, please list the dates and times to the far right. Holiday hours and other important dates are highlighted on the calendar for your reference.

Memorial Union Hours of Operation:

**Academic Hours      Summer/Holiday Hours**

M-F: 6:00a - 12a

M-F: 7:30a - 4p

Sa: 10:00a - 12a

Sa-Su: Closed

Su: 12:00p - 12a

August 2013	26 - Classes Begin
September	02 - Labor Day
November	11 - Veteran's Day 28 - Thanksgiving
December	16-20 - Finals Week
January 2014	13 - Classes Begin 20 - Martin Luther King, Jr.
February	17 - President's Day
March	17-21 - Spring Break
April	18 - Spring Recess
May	12-16 - Finals Week

### August

S	M	T	W	R	F	S
				①	②	3
4	⑤	⑥	⑦	⑧	⑨	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### September

S	M	T	W	R	F	S
1	△	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### October

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### November

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### January

S	M	T	W	R	F	S
			1	②	③	4
5	⑥	⑦	⑧	⑨	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### February

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### March

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### April

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### May

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### June

S	M	T	W	R	F	S
1	②	③	④	⑤	⑥	7
8	⑨	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### July

S	M	T	W	R	F	S
		①	②	③	④	5
6	⑦	⑧	⑨	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

○ - Break Hours    △ - Special Hours    ■ - Closed

### Physical Dimensions

