

# Lougheed Learning Commons

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Est. 2018

Name:

Date:

Course name:

Description of the display:

Dates requested (M/D/YY) : Start Date

End Date

Timeframe requested: Start time

End Time

Will you need poster display boards: Yes No

Signature:

**Email this completed form to James Hubbard, Asst. Director Lougheed Learning Commons:  
hubbarjl@potdam.edu**

***A response will be sent in a timely manner along with a completed copy of this form for  
your records. Please read the guidelines below prior to your approved time.***

Approved: Yes No

Explanation if not approved:

## \*\*Guidelines\*\*

1. Any requests for a change in displays must be communicated prior to the reserved date and time
2. Cancellations must be communicated as soon as possible
  - Failure to show for the assigned date and time can result in cancellation of agreed upon reservation in its entirety
3. Displays must be removed promptly at the previously agreed upon date and time

**\*\*The Lougheed Learning Commons is not responsible for any damage to displays\*\***