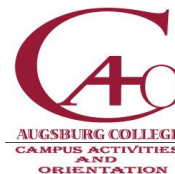


# Christensen / Urness-Mortensen Skyway Painting Reservation Form



Campus Activities and Orientation (CAO) allows student organizations and college departments/offices the opportunity to paint the Skyway between the Christensen Center and Urness-Mortensen Hall Lobby.

## Reservation Policies

- Reservations are given on a first come, first served basis by CAO. Reservations must be made at least 1 week in advance, and the Skyway may only be reserved for up to 2 weeks.
- Only tempera paints or markers specifically made to write on glass may be used.
- Student organizations and college departments/offices are responsible for cleaning up the painted windows at the end of their reservation. Additionally, arrangements must be made with CAO in advance of this clean up.
- If the Skyway has not been cleaned within 24 hours of the end of the reservation, a \$75 charge will be assessed to your student organization or college department/office. (Chartered student organizations will be charged this damage fee through an I.O.U. system; any necessary grant proposal paperwork must reflect this fee.)

Name of Student Organization or College Department/Office		Budget # (Commissioned orgs and depts/offices only)	
Please provide a description of what you will be painting:			
Reservation Start Date		Reservation End Date	
Name of Contact Person			Student ID # (If applicable)
Augsburg Email	Phone #		Campus Box #

*By signing below, I am agreeing that my student organization or college department/office will abide by all of the conditions outlined in this policy.*

Contact Person Signature	Date
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For any questions regarding these policies or this form, please contact Campus Activities and Orientation at 612-330-1418.