Event Management

Curry Student Center West Addition Window Advertising Policy and Form

The Curry Student Center West Addition windows are available for recognized student organizations to hang posters, flyers and paint advertisements. The event advertised must be approved by the Center for Student Involvement or the Associate Director of Operations of the Curry Student Center. The approved event or activity must be the focus of advertising to the general Northeastern Community.

- All advertising must be for a specific event or series of events.
- Advertising is limited to a maximum of 5 panes of glass or less per organization for a maximum of two weeks per event.
- Painting/posting must be in English or provide an English translation and all content and/or symbols shall be pre-approved before posting.
- There will be no posting/taping/painting on the metal portions of the windows.
- Paintings and posters may not be posted over 84 inches above the ground. Anything above 84 inches tall can only be installed by a university approved contractor and will cost approximately $400. Please let us know a week at least one week prior to reservation start to schedule the contractor, otherwise, there could be delays installing your posters. Standing on tables and chairs to install your posters is strictly prohibited.
- It is the responsibility of the sponsoring organization to remove all flyers/posters on the last day of their reservation and restore the windows to their normal state or will incur a fee of $250 for 1-5 window panes.
- If you wish to paint the windows, you must paint with water-soluble artist paint/crayons. Facilities must wash and clean the windows and restore the windows to their normal state. This service comes with a fee of $250.

Activity/Event Name:__________________________________________________________

Organization Name:_________________________  Contact Person:_________________________

Telephone:_________________________  Email (@neu/@husky):_________________________

Reservation Start Date:_______________  Reservation End Date:_________________________

Contact Person Signature: ___________________________  Date: ______________
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Maximum Size: 47” x 84”