

Office of Student Activities

Resource Room Usage Policy

Revised: April 2015

The Student Activities Resource Room may be used by SAB, SGA, F/S Life, Residence Life and all recognized campus clubs and organizations. The Resource Room IS NOT funded through the student activities fee. It is funded by these individual organizations. Please adhere to the following guidelines to ensure organizational privileges.

Students must sign in at the computer set up at the Hub in Drysdale before using the Resource Room and be a member of a current recognized club/organization. They may be asked to show their LC ID.

The Resource Room is available for publicity and projects related to the club or organization only. The Resource Room is not available for class projects, personal use or as a "supply room".

Students are expected to clean up their work area when finished, and put all supplies away.

Do not misuse any property or equipment. Organizations found responsible for damages will be assessed replacement costs.

Do NOT refill markers. Please see someone in the Office if ink is low.

Students should turn off helium tanks when finished.

Do not remove any supplies, markers, or equipment from the Resource Room.

Do not allow others to enter unless they have signed in properly at the Hub.

No more than three organization members should be in the Resource Room at a time, and fewer if there is more than one organization using the room.

Students should notify the Office when supplies are low, or if there are any problems or damage to equipment.

If you have any questions, or need assistance, please see one of the Student Assistants in our Office.

Hours of operation are daily, 8:30 a.m. – 5 p.m. Please make sure that all projects are completed and the work area is cleaned up by 5 p.m.

Failure to abide by the above guidelines can result in fines and loss of usage privilege.