

## **Club Resource Center Policies and Procedures**

### **Introduction**

The Club Resource Center is available to designated members of Student Senate recognized organizations at Lehigh University to utilize for organizational purposes. Providing necessary resources and enhancing activities to better the success of student organizations is the primary mission of the Club Resource Center.

General use of the room is free of charge as the participation fee is paid for through Student Senate and the Office of Student Activities.

The room was made possible by: Student Senate, Office of Student Activities, Office of Student Center Facilities and the Dean of Students.

### **Expectations for Club Resource Room Usage**

- Supplies for the Club Resource Center are provided for by Student Senate and the Office of Student Activities. Please respect the room and its contents and utilize appropriately.
- All Student Senate, Ulrich Student Center and University policies must be followed at all times.
- The Resource Center materials should be utilized for small, inconsistent projects. The room provides services/materials for maintaining the everyday functions of the student organizations and is not intended to replace any professional functions. If an organization has a request for extensive use of resources, they must speak with the Director of Student Activities
- The removal of supplies from the Club Resource Center is prohibited.
- The Club Resource Center is to be used only for organizational purposes. No personal use of supplies is allowed.
- Only documented members will be permitted to sign out the key to the Club Resource Center.
- An organization may submit a maximum of five (5) names of members in your organization who will be authorized to use the services and supplies in the Club Resource Center. They must leave their Lehigh Student ID with the Building Supervisor at the Information Desk when signing out the key for the Club Resource Center.
- The student organization account will be charged for the cost of replacing any items that are broken, stolen or misused.
- No materials or resources shall be used to support or oppose any political party, a ballot measure or a drive to put an issue on the ballot

- No materials or resources shall be used to support or oppose a candidate or group of candidates formally running in any election for city, county, state, local, national, or campus offices
- No materials or resources shall be use to support, promote and/or organize a fundraiser for an entity not under the express control of Lehigh University

### **Access to the Club Resource Center**

To maintain a secure facility, a key to the Club Resource Center will be made available on a sign-out basis at the front desk of the Ulrich Student Center. An organization may submit to the Office of Student Activities a maximum of five (5) names of members in your organization who will be authorized to use the services and supplies in the Club Resource Room. These members must show their ID to check out the key and leave their Lehigh Student ID with the Building Supervisor at the Information Desk when signing out the key for the Club Resource Room. Students will be charged for lost keys, as well as the expense for re-coring doors.

The Club Resource Center is available during the following hours:

Monday to Friday, 11am-8pm

Saturday and Sunday, 2pm-8pm

Student building supervisors, employed by the Student Center Facilities Office, may adjust hours of operation based on the level of activity within the facility, as well as during special events.