

## GoldPLUS Card Reader Rental Information

- A recognized University group may reserve a GoldPLUS Card Reader online through the **Student Center Facilities Website** after a table space has been confirmed in either the University Center or the Ulrich Student Center.
- Once an online request has been received, the Reservation Staff in the Office of Student Center Facilities will verify that a table space has been reserved and will forward the GoldPLUS Card Reader Request to the designated office. The contact person from the designated office will contact the requestor through email to verify rental availability and to provide additional information.
  - Currently there are three units that can be reserved based on availability:
    - **Student Senate GoldPlus Card Reader:** *Designated for Senate Recognized Clubs and Organizations*
      - Contract Information: Ruby Scott, Ulrich 401 x84150
    - **Residence and Greek Life GoldPlus Card Reader:** *Designated for Residence and Greek Life Organizations*
      - Contract Information: Rebecca Navedo, UC C115 x86598 and Mary Ann Mikitka, 109D Upper Saucon Road x84157.
    - **Student Development GoldPlus Card Reader:** *Designated for all other recognized organizations in the Dean of Students office*
      - Contract Information: Deb Degenhart, Ulrich 401 x86674 and Elvira Pimenta, UC C208 x84165.
- When a unit is being signed out the person in charge of the event **must** sign a rental contract and include all of the names of the people that will be operating the GoldPLUS Card Reader. It is important to understand that each person will be responsible for the care of the GoldPLUS Card Reader from the time it is signed out until it has been returned in the same condition it was issued. Any repair or replacement charges will be the financial responsibility of the individual or individuals listed on the contract.
- A designated person from the organization will be trained in the management of the GoldPLUS Card Reader and maintaining proper records for each transaction. The white copy of each signed transaction must be kept for our records and match the end of the event report of transaction.
- A designated Dean of Students staff person will be responsible for meeting with the group at the end of the event to do a closing report of transactions.
- GoldPLUS Card Readers may be rented **Monday through Friday between the hours of 10 a.m. and 4 p.m.**

**Charges:** Charges will be implemented for the use of each GoldPLUS Card Reader based on the unit reserved and will be noted on the rental contract. The following are standard charges incurred for all rentals:

- A \$5 fee will be charged by Student Center Facilities for operational expenses.
- A 3% per transaction fee will be charged through the Bursar's Office.

### Cancellation Policy

- **The cancellation of a GoldPLUS Card Reader must be received at least two business days prior to the reservation date in order to avoid rental fee charges.**