

Student Resource Center – In the CSA Office, 49 Oakland Center

- Printing for Student Organizations – ONLY for student org purposes!
 - One time 25 prints/copies of a document (this does not mean 25 per day or per student)
 - 25 color prints on the color printer or 25 black/white copies on the copier
- Faxes
 - Free to send/ receive faxes (ONLY for student organization purposes)
- Conference Room Reservations
 - Contact Lori Marsh, marsh2@oakland.edu, or 248-370-2400
- Storage Space
 - No space right now but waiting list – if not using, please release
 - NO food or beverages can be stored!
- Mailboxes
 - Check them WEEKLY! Your account updates are put in your mailbox monthly.
- Supplies
 - Paper, markers, die-cut machine, etc. for your use. Keep the back neat please!

Banners

- \$15-60 charge per banner for an average banner
 - If above average amount of ink the price will be adjusted accordingly
- Need 1 week notice or a \$10 rush fee is charged per banner
- Can upload design but cannot guarantee usage
 - Can use Publisher or a pdf but better as a Publisher doc
 - MUST use the correct dimensions of 36" x 84" – will be returned if not proper dimensions
- Can hang in OC for 1 week or longer if space available (add'l weeks \$10/week)

Equipment

- Available equipment – limited so fill out request form in advance
 - LCD w/DVD, Laptops, Sound Systems, Canopy, Signs, Tables, Quiz Bowl sets, Spotlights
- Responsible for damage to equipment
- Do not disconnect cords/wires
- Equipment can be retrieved/returned to the Night Manager's office (by room 118) when CSA is closed
- Assumed approved unless notified
- All films to be shown must have public performance rights obtained – contact Jean Ann for movie quote

Forms

- Outdoor Events, Bonfire request and Non-OC Room Reservations – done through CSA
 - Common Outdoor Events areas requested are SFH, Pawley, Lawns
 - Bonfires must be approved by Fire Marshall and can be cancelled at any time
 - Rooms Outside the OC – done through CSA but room rental only – not equipment
 - Weekends more likely but can try to request weekdays
 - Must get approval from people outside of the CSA so need to allow time (5 days min)
 - Can find list of rooms on GrizzOrgs
 - Are considered classrooms so food and drink are not permitted or future usage will be denied
- OC Reservations done through GrizzOrgs form. Need help? Contact OC Reservations Office at x3230 or room 118

Service Window

- Deposits into Student Org Flex accounts ONLY
 - Check policy – must deposit when received
 - 1 business day if over \$100
 - 3 business days if under \$100
 - Must write "received on (date) (initials) (account #)"
 - Checks should be made payable to Oakland University – not your student org
 - If depositing more than 2 checks - fill out a multiple check form
- Can use Service Window for selling/distributing tickets to events
 - Fill out Service Window Agreement on GrizzOrgs

Table Tents

- 180 in Pioneer Food Court & Café O'Bears in OC – permission through Lori in the CSA
- 150 in Vandenberg Dining – permission through Sandra Alef (alef@oakland.edu)