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)