

STUDENT ACTIVITIES**Resource Room Services**

Registered student organizations have access to a line-of-credit for use in the Resource Room. Student organizations must have Active or Pending status with Student Activities to access their line of credit. The **annual line-of-credit is worth \$250.00** and may be used on the following:

ITEM	PRICE	ITEM	PRICE
Printing/Enlarging		Paper by the Ream	
Copies B/W on 8.5x11 (per sheet)	\$0.10	Ream of Paper 8.5x11	\$5.00
Copies B/W on Color Paper/ Cardstock	\$0.15	Ream of Paper 11x17	\$8.00
Copies B/W on 11x17 Paper	\$0.25	Ream of Cardstock	\$10.00
Copies Color	\$0.25	Ream of Color Paper	\$15.00
Copies Color on Color Paper/ Cardstock	\$0.30		
Copies Color on 11x17 Paper	\$0.75	Balloons	
Poster (24x31)	\$20.00	11" Solid Color Latex Balloon	\$1.00
Poster (36x48)	\$38.00	11" Printed Latex Balloon	\$1.25
		18" Solid Color Foil Balloon	\$2.00
Button Services		18" Printed Foil Balloon	\$2.50
Button 1"	\$0.25	Foil Weight	\$1.00
Button 2.25"	\$0.35	All balloons in the Ohio Union must be properly weighted by Resource Room	
Button 3"	\$0.50		
Miscellaneous Services		Lamination and Binding	
Cardstock (per sheet)	\$0.10	Lamination 8.5 x 11	\$1.25
Construction/ Color Paper (per sheet)	\$0.05	Lamination 11 x 17	\$1.75
Envelopes	\$0.10	Lamination Poster	\$5.00
Folder – 2 Pocket	\$0.15	Binding with cover and back	\$1.50
Nametags (per sheet)	\$2.50		
Post It Pads	\$20.00		
Posterboard	\$1.00		
Tri- Fold Board	\$6.00		
Foam Core Board 30x20 (black or white)	\$6.00		
Maximum Can Buy			
Paper Prints/ Copies	250 prints, per day		
Ream of Paper	3 reams, per organization		
Ream of Cardstock Paper	1 ream, per organization		
Balloons	60 balloons, per balloon order		
Posters	3 posters, per day		
Buttons	50 per size, per day		
Folders	10 folders per day		

Using the Line-of-Credit

Resource Room services may be used by any member of an active or pending student organization. Membership will be verified on the student organization's roster. Students not listed on the roster will not be permitted to spend against an organization's line-of-credit.

The line-of-credit resets to \$250 annually when the organization achieves active status.

Additional Resources

As item availability permits, student organizations may use butcher paper, markers, crayons, colored pencils, sidewalk chalk, arts & craft supplies, various office supplies, paper cutter, faxing and scanning machines, Ellison Letter Cut-Outs at no cost.

Equipment Reservation and Usage

The three listed leaders (primary leader, secondary leader, treasurer) of a student organization may check out various equipment and games. All equipment is reservable for one day with BuckID, and are due back by Noon the following day.

Available equipment includes cash boxes, bean bag toss games, Popcorn Machine, Snocone Machine and associated supplies. Board game availability varies. Please check with the Resource Room staff for details.

Accessing Additional Items

Resources not provided by the Resource Room may be procured in a number of ways, including but not limited to Operating Funds, member dues, fundraisers, or partnerships with other campus departments or organizations.

If your student organization needs a large quantity of a specific item, please work with Resource Room staff to ensure we have sufficient supply. With advance notice we can pre-order items as needed.

Individual Student Use

Students not involved in a student organization are eligible to use the services provided by the Resource Room. Individual students are not given a line of credit, however they are able to purchase services and/or supplies from the Resource Room at the rates stated above. The Resource Room accepts Buck-ID and credit card payments. We do not accept cash.

We welcome ideas for new resources and services. Please contact Cassie Smith (smith.10128@osu.edu) or stop by 2095 Ohio Union.

Student Activities Resource Room
in the Keith B. Key Center for Student Leadership and Service
2095 Ohio Union | 614-292-8763

activities.osu.edu/involvement/student_organizations/kbkcenter/resource_room