

Equipment Reservation and Usage

The three listed leaders and advisor of a student organization, or departments on campus, may check out various equipment including: cash boxes, games, corn hole / bean bag toss games, clipboards, whiteboard supplies, utility carts and associated supplies.

All equipment can be reserved for up to **24 hours** with a valid BuckID and by checking it out with the Resource Room staff. Popcorn services have specific length of reservations that are specified in popcorn communications.

We also have assorted games, which may include:

- Azul
- Dominoes
- Scene It
- Bingo
- 5 Crowns
- Battleship
- Buckopoly
- Hungry Hippos
- Monkey Barrel
- LOTR Mt. Doom
- Chess
- OSU Monopoly
- Catan
- Trivial Pursuit
- Checkers
- Cranium
- Monology Empire
- Parcheesi
- Uno
- Mysterium
- Escape Room
- Chinese Checkers
- Skyio
- Quelf
- Sort It Out
- Playing Cards
- Dead Below Deck
- Photosynthesis
- Simon's Cat
- AND MORE!

Some items and services not provided by the Resource Room may be financially supported in other ways, including but not limited to: CSA Operating Funds, partnerships with other campus departments/organizations or using organizational funds from sources such as member dues and fundraisers.

Individual Student Use

Students not involved in an 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 shared.

University Departments

University Departments can elect to use Workday (SPL-0047403) or Department P-Card as a method of payment. Transactions need to be completed in Workday prior to receiving your products.

Resource Room

2095 Ohio Union | 614-292-8763

sl-resourceroom@osu.edu



Keith B. Key

Center for Student Leadership and Service

Resource Room Services

Registered student organizations have access to a line of credit in the Resource Room. Student organizations must have Active or Pending status in accordance with the Student Organization Guidelines to access their line of credit.

The **annual line of credit is worth \$250** to be used on services and items offered by the Resource Room. There are Standard Daily and Student Involvement Fair material limit guidelines listed in the menu. These limits apply per organization or individual per day.

Printing (price determined per sheet)

Copies	
Standard Daily Material Limits*: 200 prints; Student Involvement Fair Limits**: 150 prints	
B/W printer paper	
8.5" x 11"	\$0.10
11" x 17"	\$0.25
B/W on color paper/card stock	
8.5" x 11"	\$0.15
11" x 17"	\$0.30
Color printer paper	
8.5" x 11"	\$0.25
11" x 17"	\$0.75
Color on color paper/card stock	
8.5" x 11"	\$0.30
11" x 17"	\$0.80
Sticker paper <i>NEW!</i>	
8.5" x 11"	\$1.00
Posters	
Standard Daily Material Limits*: three expo posters; six poster boards	
Student Involvement Fair Limits**: two expo posters; three poster boards	
Expo posters	
24" x 31"	\$8.00
36" x 48"	\$15.00
Poster boards	
Card stock (available in full-color, black or white)	
30" x 20"	\$1.00
Foam Core (available in black or white)	
30" x 20"	\$6.00
Trifold (available in white)	
36" x 48"	\$6.00

Buttons	
Standard Daily Material Limits*: 100 buttons; Student Involvement Fair Limits**: 50 buttons	
1"/1.25"	\$0.25
2.25"	\$0.35
3"	\$0.50
Magnets <i>NEW!</i>	
2.25"	\$0.35

Lamination/Binding Services

Binding (comb with cover and back)	
One set.....	\$1.50
Lamination (per sheet)	
Standard Daily Material Limits* and Student Involvement Fair Limits**: 20 per day	
8.5" x 11"	\$1.25
11" x 17"	\$1.75

Office Supplies

Color paper	
Per sheet	\$0.05
Construction paper	
Per sheet	\$0.05
Card stock paper (available in assorted colors, black or white)	
Per sheet	\$0.05
Envelopes	
9" x 12" (catalog).....	\$0.10
6" x 9" (catalog)	\$0.10
Folder	
Standard Daily Material Limits*: 10 folders; Student Involvement Fair Limits**: five folders	
Manila	\$0.10
Color	\$0.10
Two-pocket.....	\$0.15

Post-Its	
Poster pad (full pad)	\$20.00
Poster pad (single sheet)	\$1.00
Standard office pad <i>NEW!</i>	\$1.00

Tape <i>NEW!</i>	
Invisible, per roll	\$3.00

Glue Stick <i>NEW!</i>	
Per stick	\$1.00

Liquid Glue <i>NEW!</i>	
Per container	\$2.00

Popcorn Services	
Popcorn Service requests must be submitted 10 business days prior to a scheduled event via the online form at go.osu.edu/resourceroomservices .	
Popcorn kernel packet	
6 oz	\$1.75

Balloons

Standard Daily Material Limits*: 40 balloons (email the KBK Coordinator for larger orders)	
Student Involvement Fair Limits**: Balloons are NOT permitted at the Student Involvement Fair. Orders will not be fulfilled during Prep Week.	
11" printed latex	\$1.25
11" solid color latex	\$1.00
18" solid foil.....	\$2.00
18" Ohio State foil	\$2.50
18" printed foil.....	\$2.50
Weight	\$1.00
Helium (foil)	\$1.00
Helium (latex).....	\$1.00

**These limits apply per organization or individual student per day*
***SIF Limits will be in effect three weeks leading up to the Fall fair, and one week leading up to the Spring fair*

Using the Line of Credit

Resource Room services may be used by any member of a pending and active 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. Students using their Student Organization line of credit for personal or academic use will be subject to disciplinary action. For example, Student Organization line of credit may not be used to supplement printing a personal resume, printing a poster for a research forum, purchasing buttons or balloons for a roommate's birthday, etc.

Additional Resources

As item availability permits, organizations may use butcher paper, paint supplies, Ellison Letter cut-outs, paper cutters and scanning machines at no cost.

