

# RSO Supplies & Rentals

Student Activities has invested in supplies to support RSOs in various ways on campus. RSOs can easily make use of these supplies by visiting with a front desk staff member in Student Activities (CSU 173).

## Creation Station – free for RSOs

The Creation Station is located in the back of the Student Activities space. Supplies include giant reams of paper for poster-making, letter cutters, rulers, paint, and markers. Scissors and glue can be checked out with a Mav card at the Student Activities front desk. Adhere to these guidelines for using the Creation Station:

- Clean up after yourself. Toss tiny scraps of paper; return larger, usable paper to the usable box under the large table; vacuum the space. **The space must be cleaned 10 minutes before the Student Activities office closes.**
  - Not following the assigned cleaning instructions will result in a written warning for the RSO. Additional violations will result in loss of Creation Station access for the remainder of the academic year.
- If using markers that bleed, put additional paper under the project.
- Protect the table cover, if cutting, use cardboard or other protective layers on top of the table.
- Keep projects on the Creation Station table, not on the center meeting table.
- All durable items (scissors, glue, rulers, paint, paper cutter, etc.) must remain in the Student Activities office.

## Card Readers for Tracking Attendance – free for RSOs

Card readers make tracking attendance for meetings or events easy. RSOs can check-out the card readers by filling out paperwork at the front desk in Student Activities.

## Leadership Library – free for RSOs

There is a secure bookshelf in Student Activities that houses leadership-based literature, icebreaker/activity books, and board games. These resources are free for students to check out. To access the items in the library, ask the front desk to unlock the unit.

## Sandwich Boards – free for RSOs

Student Activities has 12 yellow sandwich boards that are 2' wide x 3' tall and may be reserved for one week at a time, unless given prior approval by a staff member in Student Activities. Loss or damaged sandwich boards will result in a \$160 charge to the organization. To reserve, stop by the front desk of Student Activities to fill out a *Sandwich Board Rental Request*. Note: Sandwich boards cannot be used inside the CSU and cannot obstruct walkways anywhere. We suggest using packing tape to secure your poster on all sides; **renter provides tape**. The board must be returned by 5 p.m. on the final day of the reservation; if the reserved board is not returned on time the RSO will pay a \$160 replacement fee.

## Button Maker – Cost: \$.35/button

RSOs can use the Student Activities button maker at a cost of \$.35 per button (payable to Student Activities) plus the cost of printing the artwork through Creative Production. The artwork must be designed and printed correctly to fit so

stop by the front desk for more specific information! **Plan ahead** – it can take a while to get the artwork “just right” and to assemble the actual buttons! Groups make their own buttons during normal Student Activities office hours; it is not done by Student Activities staff.

## Popcorn Machine – free for RSOs

RSOs can reserve the small popcorn machine for the day with no cost to the RSO. The Student Events Team covers supplies -- popcorn kernels, oil, and salt-- and simple directions for use are provided on the machine. The popcorn machine must be returned clean. The RSO will complete a rental form and sign the appropriate paperwork. The machine cannot be reserved more than 6 weeks prior to an event. All reservations are for one 24-hour period. The machine must stay inside Centennial Student Union—it may not be taken to other buildings due to risk of damage. Rentals longer than 24 hours or failure to return the equipment at the reserved time will incur additional rental charges.

## Nacho Machine – Cost: \$25

The nacho machine can be reserved by RSOs for the day at a cost of \$25. The cost covers cheese and trays, **the renter must supply chips**. The RSO will need to complete a rental form and sign the appropriate paperwork. All reservations are for one 24-hour period. The machine must stay inside Centennial Student Union—it may not be taken to other buildings due to risk of damage. Rentals longer than 24 hours or failure to return the equipment at the reserved time will incur additional rental charges.

## Snow Cone Machine – Cost: \$15

The snow cone machine can be reserved by RSOs for the day at a cost of \$15. The cost covers syrup and cups, **the renter must supply ice**. The RSO will need to complete a rental form and sign the appropriate paperwork. All reservations are for one 24-hour period. The machine must stay inside Centennial Student Union—it may not be taken to other buildings due to risk of damage. Rentals longer than 24 hours or failure to return the equipment at the reserved time will incur additional rental charges.