



Office for Student Organizations, Leadership & Involvement



Resource Checkout & Reservation Lookbook

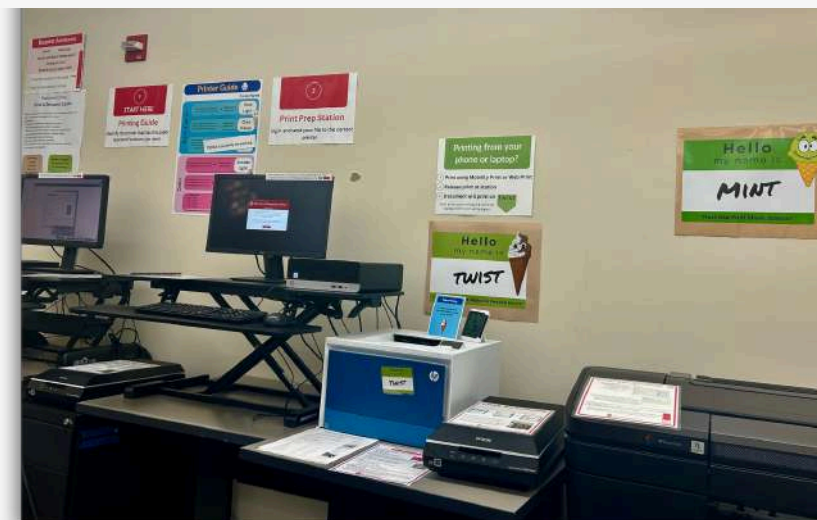
The RSO Print and Resource Center offers resources for checkout or reservation by UW-Madison students! Most items may be taken out of the Student Activity Center for use elsewhere; all items may be borrowed for up to two days. See below for more information on the different resources available, the policies, and the costs.

Accredited RSOs: All check out and reservation fees are reduced by 50%!

See inside our look book for more information on the different resources available, the checkout and reservation policies, and the costs.

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Policies 1



How to Pay – Workday Worktags (only for items reserved in advance)

Reservation fees may be paid using Workday worktags. If you are using a worktags, you will need to provide the worktag information and approving staff member's contact information in the reservation form (see QR code below) you submit. SOLI staff will confirm that the funding is approved to process the reservation. If there are any issues, SOLI staff will let you know.

Late, damage, and loss fees cannot be paid via worktags and must be charged to a Wiscard or credit/debit card at the Front Desk.



Reservation Form

How to Pay – Wiscard or Credit/Debit (can be used for immediate checkout and items reserved in advance)

If you are using a Wiscard or credit/debit card to pay reservation fees, you will pay at the Front Desk of the SAC (third floor of 333 E Campus Mall) when you pick up your item.

Policies 2



Late and Damage Fees

All reserved items must be returned to the Front Desk by their due date and time. Items must be returned in the same condition (or better) than when picked up. Returning items late and/or damaged will result in additional fees starting at 200% of the item's reservation fee. If an item is not returned or returned in an unusable state, there is an additional fee of 100% of the item's purchase price. These fees are listed in the QR code below.



PRC Item Costs

Failing to return an item on time, returning a damaged item, or failing to return an item at all may also result in losing the privilege to check out or reserve items in the future.

Failing to pay any additional fees for late, damaged, or lost items will result in further action including the possible involvement of the Office of Student Conduct and Community Standards or UWPD.

Policies 3



Reservation Duration

For all items, you may borrow them out for one night or two. The listed reservation fees are per night.

- If you reserve an item for one night, it is due back to the Front Desk by an hour before close on the day after you pick it up.
- If you reserve an item for two nights, it is due back to the Front Desk by an hour before close two days after you pick it up.

Button Makers

The Button Makers must remain in the SAC when reserved. They could be used in an RSO Office, reservable room, or in the common area. Removing one of these items from the SAC may result in being banned from checking out or reserving items and/or a referral to the Office of Student Conduct and Community Standards *even if the item is returned on time.*

Tabling (use outside SAC)

Tabling items may be used outside the SAC and can be reserved for one or two nights.



6-foot foldable table – \$10 reservation fee per day

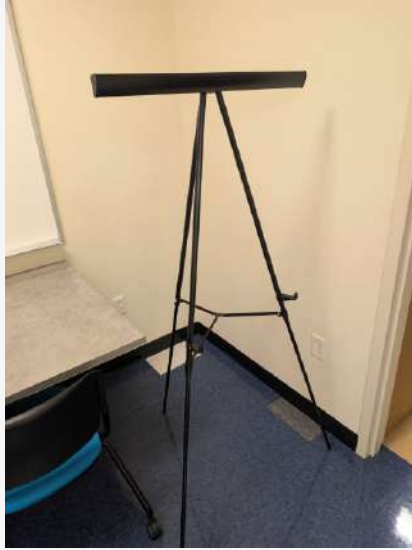


4-foot foldable table – \$10 reservation fee per day



4-foot, black table overlays – \$1 reservation fee per day

Tabling Continued



Floor Easel – \$5
reservation
fee per day



Folding Chair
(comes with 2)–
\$5 reservation
fee per day



Pop-Up Canopy
Tent/Shelter – \$10
reservation fee per day



Bean bag set of three (in
green, red, blue, or
yellow) – \$1 reservation
fee per day – one set of
bean bags for free with a
table reservation

Transportation Assistance (use outside SAC)



Folding Wagon –
\$10 reservation fee per day



Magnacart Dolly –
\$10 reservation fee per day

Photography/Videography (use outside SAC)



Ring Light for Photography – \$10 reservation fee per day



Tension Fabric Backdrop (Red with UW Crest/Black/White)
– \$20 reservation fee per day

Other Event Materials (use outside SAC)



2 Disco Lights – \$1 reservation fee per day

Button Makers

(in SAC use only)

Button makers can be used in the PRC free-of-charge, but you can also reserve a button maker for an event in the SAC to guarantee its availability and to allow for its use in a different SAC space.

Button makers are due back to the Front Desk an hour before close on the day they are due.

Reserving a button maker includes 1 pack of button-making supplies (you choose if you want to make pins, magnets, mirrors, key chains, or bottle openers). Additional button-making supplies available for purchase at the Front Desk.



2.25-inch Button Maker –
\$10 reservation fee



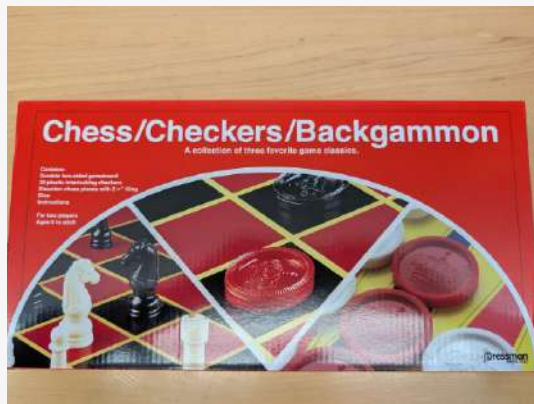
1.25-inch Button Maker –
\$10 reservation fee

Board / Card Games

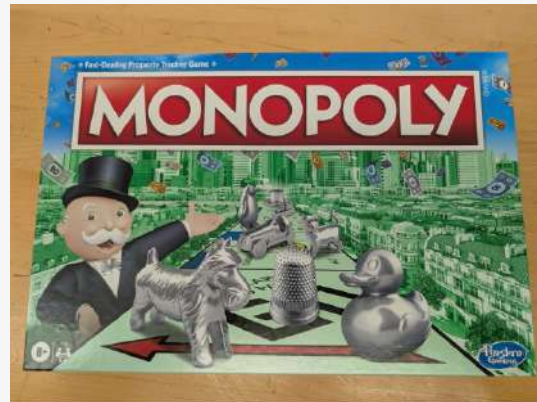
All board or card games are available for free checkout.

All board or card games are due back to the Front Desk an hour before close on day checked out and must be used within the SAC.

All board and card games are free to check out!



Chess/Checkers/
Backgammon



Monopoly



Playing Cards

Board / Card Games

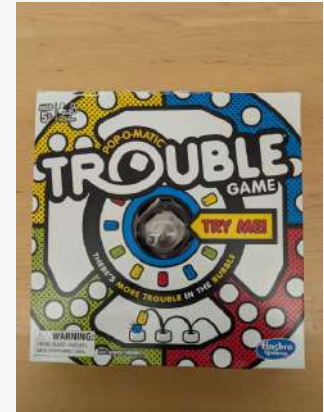
Continued



Sorry



Connect 4



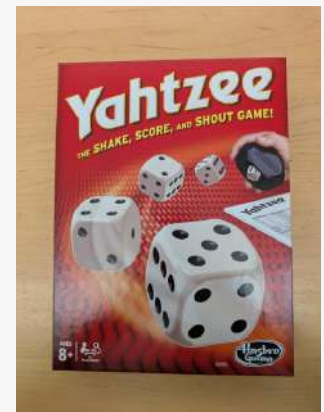
Trouble



Apples to Apples



The Office Trivia
Game



Yahtzee



Uno



Jenga



Double Six Dominoes