



PRC Operating Policy 1 – The Programme Resource Centre

1. Mission Statement

Foster an inclusive residence leader community.
Provide resources and coaching for skill development and community support.
Inspire actions that build connections and enhance the residence experience.

2. Purpose

- 2.1 The primary purpose and use of the Programme Resource Centre (PRC) is to support UBC Residence Life initiatives
- 2.2 The PRC staff team includes the Programme Resource Centre Coordinator (PRCC), Programme Resource Centre Advisor (PRCA) and Residence Coordinator (RC) who holds PRC shifts

3. Services

- 3.1 Technology available to members includes but is not limited to the following:
 - 3.1.1 Computer stations
 - 3.1.2 Wide-format colour banner printer
 - 3.1.3 Colour printer/ photocopier/ scanner
 - 3.1.4 Laminator
 - 3.1.5 Die-cut machine & Page Trimmer
 - 3.1.6 Binding machine
 - 3.1.7 Sticker/ button maker
- 3.2 Supplies available to staff includes but is not limited to the following:
 - 3.2.1 Coloured Paper
 - 3.2.2 Bristol Board
 - 3.2.3 Stationary items (i.e. scissors, glue, tape, stapler, etc.)
 - 3.2.4 Crafting supplies (i.e. glitter glue, stickers, string, popsicle sticks, etc.)
 - 3.2.5 Adhesive supplies (i.e. stickies, Velcro, tape, brass fasteners, etc.)
- 3.3 Equipment available for booking (for event purposes only) includes but is not limited to the following:
 - 3.3.1 Lego
 - 3.3.2 Projector & Adapters
 - 3.3.4 Speakers and Microphone
 - 3.3.5 Video Camera
 - 3.3.6 Camera
 - 3.3.7 Lights (strobe, spot light, holiday lights)
 - 3.3.8 Board Games
- 3.4 Service updates and resources are provided through:
 - 3.4.1 PRC website (prc.housing.ubc.ca)
 - 3.4.2 PRC Facebook (Programme Resource Centre)
 - 3.4.3 PRC Twitter (@heyheypc)
- 3.5 All services are subject to change based on availability and approval by the PRCC and/or ADRL.

4. Access and Use

- 4.1 The primary purpose and use of the Programme Resource Centre (PRC) is to support UBC Residence Life initiatives
 - 4.1.1 Priority will always be granted to those who are using the space for Residence Life initiatives
- 4.2 All current Residence Life staff, Student Housing & Hospitality Services staff, Residence councils, the RHA and the NRHH may use the PRC
- 4.3 Access to the PRC is available during set times as determined by the PRC
- 4.4 PRC Hours for 2015-2016 are as follows for Advisors
 - 4.4.1 Monday to Thursday 11:00am – 7:00pm
 - Friday 11:00am – 5:00pm
 - Saturday & Sunday 12:00noon – 5:00pm
- 4.5 PRC Hours for 2015-2016 are as follows for Council Members
 - 4.5.1 Monday to Thursday 4:00pm – 7:00pm
 - Friday 11:00am – 5:00pm
 - Saturday & Sunday 12:00noon – 5:00pm
- 4.6 Hours are subject to change

This policy is effective as of July 1st, 2015