



## PRC Operating Policy 2 – Residence Life Staff Personal Use

### 1. Purpose

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

### 2. Personal Use

- 2.1 Personal use of the PRC is limited to academic use only
- 2.2 Requests for PRC use on non-academic projects should be made in accordance to PRC Operating Policy 3 – External Department Use
- 2.3 Academic use may include, but is not limited to printing notes, papers, lab reports or presentation boards
- 2.4 Banner printing may not be used for personal use

### 3. Approval

- 3.1 Approval and exceptions to PRC use requests are at the discretion of the Programme Resource Centre Coordinator or Assistant Director Residence Life

### 4. Expense & Payment

- 4.1 The total cost of materials will be charged to the user
- 4.2 A Personal Expenditure Form must be completed, reviewed and signed with a member of the PRC Staff Team to ensure accuracy
- 4.3 Respective cumulative charges will be posted on the user's residence account at the end of each term
- 4.4 The charge must be reconciled within 30 days of being posted

### 5. Using the Space

- 5.1 A two-hour time frame at non-peak operation times will be allotted to perform the approved projects
- 5.2 Users must adhere to the mandate and mission of the PRC as well as connect with a PRCA upon arrival to assist in the delivery of tasks

*This policy is effective as of July 1<sup>st</sup>, 2015*