



## PRC Operating Policy 3 – External Department 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. Requests

- 2.1 PRC use requests must be made via email at least two weeks in advance of the intended date of use
- 2.2 The request should outline specific use requirements, including but not limited to task performed and supplies needed as well as the name and department of the group

### 3. Approval

- 3.1 External department PRC use requests may be approved for initiatives within the Vice-President, Students portfolio that support student leadership and development needs on the UBC-Vancouver campus
- 3.2 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 group
- 4.2 An addition of a \$10.00 space use fee will be charged to any and all external groups physically using the space
- 4.3 An External Expenditure Form must be completed, reviewed and signed with a member of the PRC Staff Team to ensure accuracy
- 4.4 An invoice will be prepared by the PRCC within one week of visit
- 4.5 The invoice must be reconciled within 30 days of receipt
- 4.6 Payments can be made by cheque or Journal Voucher payable to "UBC Student Housing and Hospitality Services Re: PRC Expenses"

### 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*