

CLUB HUB POLICIES

The Chamberlain Student Center has created the Club and Organization resource room for all members of Rowan’s student clubs and organizations to use.

The room is open from **9AM-4:30PM** each day.
All projects, pit posters and meetings MUST be finished by this time.

SIGN-INS ARE REQUIRED.
It helps us keep track of which organizations are using this space.

ALL GROUPS SHOULD BE WELCOMING TO OTHER ORGANIZATIONS AND SHARE ALL RESOURCES.

- There should be no more than 18 people in the suite and back offices combined.
- Club meetings should not be held in this space. Please reserve a room on 25live or if you need space immediately, if room 128 is not being used the Building Manager can let you use it for up to two hours.
- Be respectful of this space and those who you share it with. Organizations should be welcoming to other groups who need to share the space and keep conversation, music, or any other distraction appropriate and at a moderate volume.
- One organization should not “dominate” the space at any given time-there should be no more than five people from any one organization in here at one time.

- Every organization is allowed materials to make one poster per event. (Maximum size allowed in the CSC Pit is 6’ long by 4.5’ in width. Minimum is 2.5x2.)
- Any painting must be done in the closet.
- Paint brushes/palates etc. must be washed in the custodian closet sink. Paint should not be washed in the bathroom sinks as this stains the porcelain.
- Please notify the Student Center Information Desk if supplies are running low such as poster paper, paints etc.
- Resources such as paint, brushes, electronics etc. should not be removed from this room.
- Computers, phones, and supplies are for club and organization use only.

THIS SPACE SHOULD BE KEPT NEAT AND TIDY FOR ALL ORGANIZATIONS TO USE. CLEAN UP AFTER YOURSELF AND YOUR ORGANIZATION.