CRC Clubhouse Reservation Agreement

- The CRC Clubhouse is available for the purpose of promoting a nurturing, affirming environment where students recovering from addiction can find peer support as well as other recovery support services while attaining a college education.

- Requester must fill out the online space request form. All requests must be submitted at least one week before the requesting group wishes to start using the Clubhouse. Requests will be honored on a first-come, first-served basis and first priority will be given to groups run by OSU students.

- To be eligible to use the space, the requesting group must:
  o Be using the meeting to further the CRC Clubhouse purpose stated above.
  o Have a current OSU student or staff/faculty member that acts as their liaison and who has completed an orientation meeting with the CRC staff and who has gone through the process of having their Identification Card activated for access to the Clubhouse. This OSU-affiliated liaison serves as a point of contact, arranges for openings and closings of the clubhouse, will stay through the duration of the meeting, will close the space when the meeting is over, and will be responsible for reporting any issues that arise, such as damage.
  o Agree to follow Oregon State University's no-smoking policy and alcohol/drug regulations.
    - These regulations can be referenced at [oregonstate.edu/smokefree](http://oregonstate.edu/smokefree), and [oregonstate.edu/dept/security/alcohol](http://oregonstate.edu/dept/security/alcohol).

- All groups must allow the meeting to be open to OSU students, faculty and staff. All meetings must self-regulate those who attend and must follow the rules that are posted in the Clubhouse, which can also be found on the CRC website.
  o The space must remain free from alcohol and other illicit substances and no attendees may be under the influence of alcohol and/or other illicit substances while occupying the Clubhouse. **This pertains to all meetings even if they are not specifically providing support for recovery from alcohol or other drugs.**
  o The space must be kept clean.

- Non-compliance may result in loss of privileges in using the Clubhouse.

- Any donations to the CRC are welcome. These donations must be given through the Oregon State University Foundation and should be designated with the following, “Collegiate Recovery Community – Student Health Services”
  o Visit the [OSU Foundation website](http://www.osufoundation.org) for further directions on how to donate.