

H.Y.P.E.

RESOURCE CENTER

Organization Agreement Form

Organization Name: _____

(No abbreviations please)

In order for your organization to receive free services from the HYPE Resource Center, an officer from your organization must complete this form stating that you understand and will follow the policies and procedures provided therein:

1. All requests must be submitted at least 24 hours in advance.
2. All requests must be picked up within three (3) business days. Completed requests left in HYPE longer than (3) days are subject to disposal and will be charged to the organization's account.
3. We do NOT print from emails, jump drives, or virtual disks.
4. We prohibit the removal of supplies from the HYPE Resource Center.
5. Only documented officers will be permitted to make requests. Please be prepared to show a photo ID.
6. Your organization may submit a maximum of ten (10) names of members in your organization who will be authorized to request services in HYPE. They must be prepared to show a photo ID.

Graphic Design

1. Graphic design services are by appointment only.
2. Graphic design services are only available for student organizations.
3. Please allow five (5) business days to complete graphic design requests. Design work cannot be completed in less than 24 hours.
4. Graphic designers cannot make promotional designs advertising alcohol.
5. All requests are done on a first come, first served basis.
6. Use of the USF "Bulls" logos, USF "U" logo, or any other USF athletics logos is prohibited unless given permission by the Athletics marketing department. Student organizations are responsible for obtaining this approval, not the graphic designers.
7. Use of any standard USF logo is prohibited without approval from the University's marketing department or from the Marshall Student Center's Marketing and Communications Officer.
8. Requests are subject to be discarded if no contact is made with the graphic designer for up to two (2) weeks after: 1) a draft of the design is sent to the requestor OR 2) an email from the graphic designer requesting further information is sent to the requestor unless other arrangements have been made.

****TURN OVER FOR SIGNATURE PAGE****

These are the individuals who are authorized to make requests in HYPE on behalf of

Organization Name (No abbreviations please)

1. _____

6. _____

2. _____

7. _____

3. _____

8. _____

4. _____

9. _____

5. _____

10. _____

Organization President (Sign Name)

Date

Print Name