



Resource Exchange Guidelines

Donations:

Acceptable Items to Donate to The Resource Exchange	Items That <u>Cannot</u> Be Accepted at The Resource Exchange
<ul style="list-style-type: none">• Raw Building/Making Materials	<ul style="list-style-type: none">• Solvents, Acids, Oils
<ul style="list-style-type: none">• Art Supplies	<ul style="list-style-type: none">• Batteries
<ul style="list-style-type: none">• Tools	<ul style="list-style-type: none">• Mattresses/Bedding
<ul style="list-style-type: none">• Small Domestic Items	<ul style="list-style-type: none">• Firearms/ Weapons (Real or Fake)
<ul style="list-style-type: none">• Books	<ul style="list-style-type: none">• Food Items (Please Donate to Pantry)

Utilization Guidelines:

- All enrolled students will have access to the Resource Exchange located at the *southwest corner of the parking structure on the ground level*
- Members of the Students' Union will be working in the space on **Monday-Friday from 12pm-3pm.**
- Students do not pay for any items, however, students are encouraged to take only what they need and that they keep in mind that the resource exchange is to be shared amongst all students.
- Please be respectful of the space and help keep it orderly and organized.

If you have any questions or concerns contact Students' Union at su@otis.edu, or contact Andrew Armstrong in TSS at AArmstrong@otis.edu.