

Chapter Eleven:

Programs and Services

- Athletic Events
- Bookstore
- Check Cashing
- Coffee Service
- Copy Service
- Counseling Services
- Dining Hall
- Educational Workshops and Seminars
- Fax Service
- Fine Arts
- Identification Cards
- Library Services
- Lost and Found
- Mail/Postal Services
- Meeting/Special Function Facilities
- Parking
- Publications
- Recreation Center

Athletic Events

The Employee's Identification cards may be shown at the entrance of Athletic events, for free admission for the employee and his/her immediate family. Free admission may not be applicable to special events and tournaments.

Bookstore

Employees are entitled to a 10% discount on many items sold in the University Bookstore. Free rental on academic attire is also provided through the University Bookstore for many official Cumberland University events, (ie. commencement, Presidential Inauguration).

Check Cashing

Check cashing services are provided through the University Business Office during regular business hours. A \$30 maximum is allowed at any one time and a penalty will be assessed on all returned checks.

Coffee Service

Free coffee service is provided for all faculty and staff and may be obtained at the University Receptionist's Office on the first floor of Memorial Hall.

Copy Service

Copy services for personal use are provided at limited expense to faculty and staff. This may be accessed through the Doris and Harry Vise Library.

Counseling Services

Counseling services are provided free of charge for faculty and staff through the Counseling Center. Interested individuals should see the Director of Counseling Services for details.

Dining Hall

Discounts are available for faculty and staff in the University dining hall. This benefit is provided through the food service Management Company and is subject to change without prior notice.

Educational Workshops and Seminars

Educational workshops and seminars may be provided to faculty and staff at discounted prices or at no expense.

Fax Service

Fax service for personal use is provided at limited expense to faculty and staff. This can be obtained through the University Receptionist's Office.

Fine Arts

Discounts and free admission may be provided to faculty and staff for a variety of fine arts special events.

Identification Cards

Employee identification cards will be issued to all faculty and staff through the Office of Campus Life. This will be validated annually. Lost cards should be reported to the Office of Campus Life as soon as the loss is determined.

Library Services

Faculty and staff are entitled to free access to library services such as book checkout and electronic databases and searches. There may be some limited fees for special services. A complete list of services available at the library can be obtained from the Director of the Library.

Lost and Found

University Lost and Found services are provided through the University Receptionist Office located on the first floor of Memorial Hall.

Mail/Postal Services

Faculty and staff may utilize standard mail and postal services through the University Mailroom located in the Mitchel Student Center. Regular postal and mail service rates will apply and expected at the time that service is rendered.

Meeting/Special Function Facilities

Faculty and staff may schedule the use of university facilities for meetings and special functions. This might include showers, wedding receptions, or other special functions. There may be a fee associated with this use. Facilities may be scheduled through the Office of Administration. See Policy on Facility Scheduling and Use Fees in Chapter 12.

Parking

Parking passes are provided free of charge to all faculty and staff through the Office of Administration.

Publications

Several publications of the University are provided to faculty and staff at no expense. This includes the *Phoenix Review*, *Campus Update*, and *The Phoenix*.

Recreation Center

Faculty and staff may utilize the recreational and athletic facilities during available times. Interested individuals should contact Office of Administration for specific information on facility availability. Fees may be assessed for special event usage.