**Office Space for**

**Student Organizations**

Office space is provided by the Office of Student Life for use by recognized student organizations. The purpose of the space is to allow student groups an area to conduct business, plan activities and organize events.

Those wishing to apply for office space for one academic year (if available) must meet the following criteria:

**Office hours**

* The office hours must be posted and the schedule turned into the Office of Student Life
* A list of written reasons for needing office hours

If you meet the criteria and wish to apply, pick up a form, complete it and return it to the Office of Student Life.

**Evaluation Process**

* Confirmation of completed form

**Relinquishing Space**

* Student organization must submit in writing to Office of Student Life the relinquishing of space
* Student organization could lose use of assigned space for the following reasons:
	+ - Failure to live up to contract
		- If the Office of Student Life receives written complaints about inappropriate use of space
* If the Office of Student Life determines space should be reassigned, the Office must inform student organization in writing of reasons with a deadline for vacating space.

**Changes to Office Space**

* Office space will still be available to interested student organizations. These interested organizations will share Office Space with other interested student organizations. A schedule will be generated once all interested organizations have submitted desired hours. Storage is available to those interested in storage.
* In the event that there are too many organizations competing for office space, names will be drawn at random to assign the student organizations for the office space.

**Keep This Page for Your Records**

**Office Space Application for Student Organizations**

Name of Student Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number of contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you now occupy or have you ever occupied an office in the student organization space?

**If you answered yes, please complete the following (if not, skip to Reasons for Needing Space):**

Office number and dates occupied:

Do you want to occupy the same space? Why?

How often do you plan on using the space?

Are there any student organizations you are interested in sharing space with?

**Reasons for needing space:**

\_\_\_\_Office Hours –must have at least three hours a week to be considered. Please turn in a list of names and planned office hours with this form.

\_\_\_\_Storage needs—please describe in writing what special storage needs you have that require special office space

\_\_\_\_Interviews—please describe in writing below

\_\_\_\_Organization Office Work (paperwork/projects)-please describe in writing below

\_\_\_\_Officer Meetings—please include a schedule of planned meetings with this form

\_\_\_\_Other—please describe in writing either below or attach separately

Forms with all supporting documents must be returned to the Office of Student Life for consideration. All organizations will be informed of the status of their application within 10 days of the application deadline.

Please note: to access space, keys must be signed out and returned during the Academic Success Center’s normal business hours.Please see Brittany Cathey to sign out a key (if she is not available please see an ASC staff member).

**To be completed upon approval:
If approved, the office space agreement will be valid from the date of signing \_\_\_\_\_\_until \_\_\_\_\_\_.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Student Organization Date Advisor’s Signature Date
Officer Signature**