



SPACE ALLOCATION REQUEST FORM
STUDENT ORGANIZATION CENTER, 2101 UC
for October 1, 2007-July 31, 2008

Recognized student organizations may apply for cubicle space and/or storage space. The following criteria must be met in order to be eligible to obtain space in the Student Organization Center:

- Project/Grant balance must be positive.
• Authorized signers on file at Student Activities Office must be up to date.
• Annual recognition form must be complete and on file with the Student Activities Office.

Organization Name: _____

You are requesting (Circle): Cubicle Storage Space Both

Does your organization currently have space in the SOC? ___ Yes ___ No

If yes, what is your: Cubicle number: _____ Locker number: _____

Does your organization have allocated space elsewhere on campus? ___ Yes ___ No
If yes, where is your space located? _____

Cubicles and storage space will be allocated based on timeliness of form return and on your answers to the following questions. Please answer questions completely and thoughtfully; attach additional sheets as necessary.

1. How will having the space requested help you to better fulfill your mission, and better serve the campus community?

2. How will your organization use the cubicle?

DUE TO THE STUDENT ACTIVITIES OFFICE BY SEPTEMBER 28, 2007

3. How will the requested space help strengthen your organization and encourage its growth?

4. How do you see the Student Organization Center and the University Center affecting the way that your organization interacts with the campus and other organizations?

5. What suggestions do you have, if any, for services available in the Student Organization Center? What improvements would you recommend that may help your organization.

IMPORTANT INFORMATION

- To be eligible to apply for cubicle or locker space organizations Project/Grant Numbers must have a positive balance.
- The number of applications received for cubicle space generally exceeds the number of spaces available and applications are not guaranteed.
- If selected for a cubicle or locker, organizations will be notified and must come in to the Student Activities Office (SAO) to sign a lease agreement. If leases are not signed by the deadline, the SAO reserves the right to re-assign the space to another organization.

FOR SAO OFFICE USE ONLY	
Date received	_____
Date reviewed	_____
Cubicle assigned	_____
Locker assigned	_____
Handled by	_____