

University Center Involvement Zone

Registered Student Organization

Office Space Allocation Guidelines

Requirements to apply for space:

- Must be a Registered Student Organization in good standing with the University.
- Must have completed the Space Allocation Application and submitted to the Office of Student Leadership & Involvement by 4:30 pm Friday, April 17.
- Must have a genuine need for office space; this space is not to be used as storage space.
- Organizations selected to receive space must:
 - Staff their office at least 10 hours a week during the academic year
 - Abide by office space rules and guidelines
 - Post office hours outside of the office

**Failure to meet any of these requirements may result in loss of office space.*

Guidelines for selecting organizations to receive office space:

- Organizations must:
 - Have evidence of specific contribution to the University of Memphis campus community.
 - Demonstrate significant student participation and membership in the organization.
 - Show examples of the potential impact the organization can have on student life.
 - Contribute to an overall goal of offering students a wide-variety of organizations and services to the University of Memphis student community within the RSO office space.
 - Be in good standing with the Office Space Allocation Committee and the University Center.
- The collaborative nature of the organization
- Does the organization have the ability to access space in an alternative location? If so, a lower priority may be given for UC office space
- Organizations are not guaranteed office space. Even if the organization has previously held space, they are expected to re-apply any year that they would like to occupy space

Office space allocation decisions will be made by a committee of students and staff and will be based on the criteria listed above. The committee aims to offer space to a diversity of organizations who can offer a wide-variety of opportunities for engagement to the University of Memphis student community. If the committee cannot make a decision due to lack of distinguishing characteristics among the applications, it reserves the right to hold a lottery to determine office allocation for any part, or all of the available spaces.

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Office Space Application

Complete the following application to apply for office space in the University Center Involvement Zone and return to the Office of Student Leadership & Involvement no later than 4:30 pm on Friday, April 17. Allocation is for the 2015-2016 school year only and is subject to the discretion of the *UC/RSO Office Space Allocation Committee*. Application does not guarantee space allocation. Continued use of office space is conditional on adherence to the *RSO Office Space Guidelines*. Any RSO awarded space is not guaranteed space from one year to the next, and must re-apply each year that they desire to occupy UC space.

General Information

RSO Name: _____

RSO E-Mail: _____

Primary Contact Person: _____

E-Mail: _____

Phone: _____

Secondary Contact Person: _____

E-Mail: _____

Phone: _____

Advisor: _____

E-Mail: _____

Phone: _____

Current Office Space

Does your organization currently hold office space? ☐ YES ☐ NO

Is this a space other than University Center RSO space? ☐ YES ☐ NO

If yes, please list: _____

If yes, why would you like to move: _____

What space will your organization use if not allocated UC Office Space?

How many active members does your organization have this year? _____

Who will be using the office space? [check all that apply]

☐ Officers ☐ General Members ☐ Community members

Please answer the following questions fully (attach additional sheets if necessary)

1. How does your organization actively and intentionally engage the University of Memphis and surrounding community? *(Please attach at least two forms of evidence such as flyers, feedback from events, photos, emails, etc.)*
2. How has your organization impacted the University of Memphis? *(Please attach at least two forms of evidence such as flyers, feedback from events, photos, emails, etc.)*
3. Describe your organization's goals for the upcoming year:
4. Describe your organization's need(s) for office space:
5. How will the utilization of an office improve your organization and/or membership?