

As a reminder before you apply for office space for the '09-'10 academic year the following regulations, plus others, must be followed if allocated space in the LaPenta Student Union.

- Each Executive Board Member must hold a minimum of **5** office hours a week.
- Office Hours **must** be posted outside of your office or at your cubicle as well as turned into Student Development.
- The space provided to your organization is **only** for club related business.
- The computer in your office should **only** be used for club related business.
- Card Access for your office will be from the hours of 8:00AM to 12:00AM, all individuals must vacate their offices by 1:00AM.
- For access from 1:00 AM to 8:00 AM, you must receive special permission from Student Development.
- All access to your office must be granted by the Office of Student Development.

2009-2010 Student Office Space Application

Club/Organization: _____

Which Space has the club occupied (if any)?: _____

Club Contact 2009-2010 Contact Information:

Name: _____
Address: _____
Phone: _____
Email: _____
Position: _____

Club Advisor Contact Information:

Name: _____
Address: _____
Phone: _____
Email: _____

Number of Active Members: _____ **Number of E-Board Members:** _____

Please answer the following questions (please feel free to attach a separate sheet if you wish):

Describe your organizations objective and purpose or function.

Who will utilize this space on a daily basis? (i.e.- officers only, all members, etc.)?

Would your organization be interested in sharing an office space (If so, with whom)?

What accomplishments did your group have this year, and what are you goals for next year?

How will having an office space benefit your group?

What is your organization's space needs (storage, meeting, etc.)?

What kind of equipment would you need to bring into the space? (if any)

Are there any other reasons or additional points you would like the committee to know when we consider space for allocation?

Signature of Club/Organization President

Date

Signature of Club/Organization Advisor

Date

Please return to the Office of Student Development by Noon on Friday, May 1, 2009
If you have any questions, please contact the Office of Student Development at (914) 633-2360