

## Space Allocation Application

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

President's Signature: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ E-mail Address \_\_\_\_\_

1. Does your organization have the required paperwork on file with The Center for Career and Leadership Development? If not, please submit with this application.

- a.) Yes
- b.) No

2. How many hours per week will your organization be using the office?

- a.) 5 hours or less
- b.) 5 - 10 hours
- c.) 10 hours or more

5. List (2) organizations that your organization would like to share an office:

\_\_\_\_\_  
\_\_\_\_\_

6. List any organization(s) your organization would *not* feel comfortable sharing an office with & why:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. How does your organization plan to use the space allocated? What are your objectives/goals for the academic year?

\_\_\_\_\_  
\_\_\_\_\_

8. Willing to sign an office space lease? Yes or No

List dates and times to discuss new office space policies and sign lease with Student Life & Activities staff.

\_\_\_\_\_  
\_\_\_\_\_

**Please submit Space Allocation Application to The Center for Career and Leadership Development by 5:00 p.m. on Friday, September 9th NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE.**

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