

J. WAYNE REITZ UNION
UNIVERSITY OF FLORIDA
Gainesville, FL 32611

APPLICATION FOR SPACE IN THE STUDENT ORGANIZATION RESOURCE CENTER

- **Office** • **Workstation** • **Storage Cabinet (2x2x4)** • **Mailbox**

INSTRUCTIONS:

- Please read the application carefully before filling out and submitting it for Space.
- A completed Application for Space must be submitted each year.
- Once applications are processed, you will be emailed with further instruction.
- Once space is secured, the assumption cannot be made that space is available each school year.

Please submit this application by **5pm, February 6th** to the Center for Student Involvement, 300 J. Wayne Reitz Union.

1. Name of Organization _____

Number of active members in your organization _____

Number of events per semester _____

How is your organization funded? _____

2. If you presently have office/work station in the Reitz Union, complete the following:

A. Do you maintain regular office hours? Yes ____ No ____

If "No," explain. _____

If "Yes," what are they? _____

B. Do you use office space or resources through any other academic department? Yes ____ No ____

If "Yes," explain. _____

C. Are you requesting a change in your office space? Yes ____ No ____ If "Yes," attach a brief statement as to why you are requesting a change.

3. If you presently have a mailbox or storage cabinet in the Reitz union, what type of space do you have and how often do you use it? (check all that apply)

✓	Space	At least once per week	At least twice per month	At least one per month	At least twice a semester	Rarely
	Mailbox					
	Storage Cabinet					

4. Please see attached space application part 2

5. If you do not currently have space in the Reitz Union or if you are requesting additional space, what type of space are you requesting?
- A. _____ Shared office with telephone outlets, desk, filing cabinet and chairs. (Requests by organizations for office space by a specific room number will not be accepted.)
 - B. _____ Workstation with file and workspace.
 - C. _____ Storage cabinet (2x2x4)
 - D. _____ Mailbox

Attach a brief statement as to why you are requesting the preceding type of space.

6. For all organizations, please attach one paragraph each explaining:
- An overview of your organization
 - Evaluation of past projects and activities
 - Report on present and ongoing projects
 - Explanation of how office space will benefit your organization

NOTE: Application for space in the Reitz Union from academic organizations must include a written justification from the appropriate department head or dean in addition to the information requested on this form. Academic organizations are defined as groups that represent a specific disciplinary field of interest.

The persons signing below have read and understood the INSTRUCTIONS at the top of this application.

Print Name of Faculty Advisor

Print Name of Organization President

Signature of Faculty Advisor

Signature of Organization President

Date

Phone

Address

Phone and email

Date taken before Space Committee _____

Recommendation of Space Committee _____

Chairperson, Space Committee

Date presented to the Board of Managers _____

Action taken by the Board of Managers _____

Only applications that have been completed in full will be considered by the Board of Managers Space Committee. Please be sure you have attached the following:

- Requests from 2C and/or 4.**
- Justification requested in 5.**
- #6**
- Written justification from the dean or department head, if required.**

#6 Space Application Part 2

Type Only

Name of Organization:	Do you currently have CSAI space?	Type of space requested? Circle one <i>Office Workstation Storage Mailbox</i>		
	Number of members?	Is this an upgrade to your current space?		
Please provide a brief description of projects/activities planned for Spring, Summer, Fall. Use additional sheets as necessary.	Date of event	# Members working on event	Anticipated attendance	