

February 23, 2018

Dear Student Organization Leaders,

The Student Union Building (SUB) provides numerous resources for both students and student groups. One such resource is the Lobo Lair Quad area, which is designed to meet the many needs of student organizations and allow organizations to enhance their programs with the use of office and/or storage space. In order to utilize this resource, student organizations must apply for office and/or storage space and go through an application process annually.

Both organizations that already have space and those that wish to acquire space must apply annually.

The allocation determination path for student organization space in the SUB has six steps. Please become familiar with items 1-5, and follow instructions very carefully, as we anticipate a high demand for space:

1. Student organizations must be chartered through the Student Activities Center and must maintain that status throughout their tenancy.
2. A student officer from your organization must complete all parts of the application and submit it by **March 21, 2018, by 5:00 pm**. It is very important that the forms be completed in their entirety and submitted by the deadline. Within 2 business days of submitting the application, a reply e-mail will be sent as a confirmation of receiving the application. If you do not receive a confirmation e-mail, please e-mail subspc@unm.edu.
3. The SUB Space Allocation Committee will determine which organizations will require a space allocation hearing. Notice of a scheduled hearing will be communicated electronically to your organization and at least one student officer must attend the organization's hearing. The hearing dates will be scheduled for late March/early April.
4. Following the hearings, the SUB Board will announce which organizations will receive space. This announcement will be made no later than May 1, 2018.
5. Organizations that received space are required to complete and sign the Student Organization Office/Storage Agreement before occupying the space. Groups must complete their required paperwork or they will forfeit their allocation.

The SUB has a variety of office/storage spaces, and you will need to identify your specific needs on the application. Some organizations may find that they would like to apply for a storage unit but do not need any office space. The SUB has storage spaces available which are independent of office spaces. There is a place on the application where you can indicate whether your organization needs a storage space, an office space, or both.

Please submit the completed application to subspc@unm.edu by 5:00 pm on March 21, 2018. If you have any questions please contact Jillian, the SUB Projects Coordinator, at subspc@unm.edu.

**The University of New Mexico -- Student Union Building
Space Allocation Committee 2018-2019**

**TO ENSURE PROPER COMPLETION OF THE FORM AND TO
EXPEDITE THE PROCESS, PLEASE READ THE INFORMATION
BELOW**

Office Space:

Office space will include a desk, waste container, lockable file cabinet, and chairs. Computers, printers, and telephones, etc., will not be provided. Office space needs to be used as a functional work space for the student organization, not just storage. Please note, the office space is not big enough to hold large group meetings.

Storage Space:

Storage closets are equipped with adjustable shelves and a small amount of floor space. Storage space should only be used as storage space for the organization's materials, not a work space.

Office and Storage Space:

Office and storage space must both be requested if your group determines an actual need for both spaces. Only apply for what your student organization needs. Applying for office and storage space will NOT increase your likelihood of being allocated space unless your group can demonstrate need for that much space.

Completing the Space Allocation Request Form:

To speed up the process make sure your group completes all of the requested sections. If you have questions about this, please do not hesitate to email Jillian at subspc@unm.edu:

Section A → ALL groups must complete all of section A

Section B → groups requesting OFFICE space must complete section B

Section C → groups requesting STORAGE space must complete section C

(Groups applying for Office and Storage **must complete sections B and C**)

Deadline:

All applications must be completed and submitted by **Wednesday, March 21, 2018** no later than 5:00 p.m. All applications must be submitted either via email to subspc@unm.edu, or turned in to the SUB Administration office on the third floor of the SUB.

Questions:

If you have questions about the process or would like assistance completing the application, please contact Jillian, the SUB Projects Coordinator, at subspc@unm.edu.

Student Union Building Space Allocation Application 2018-2019

SECTION A.1

Contact Sheet

(ALL groups must complete Section A)

My organization is applying for (highlight all that apply):

Office Space	Storage Space
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We are currently (highlight one): A returning office applicant A new office applicant Applying for office relocation	We are currently (highlight one): A returning storage applicant A new storage applicant Applying for storage relocation
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Organization Name:

Current Office Location (*if applicable*):

Organization Telephone Number:

Organization E-mail:

Organization Advisor:

Advisor E-mail:

Officer Contact Information: (complete table below)

Name	Title	Phone	E-mail

Please select an officer or returning member to attend the Space Allocation hearings as a representative of your student organization should your group need a hearing. **It is your groups' responsibility to communicate information gathered through the Space Allocation process should a change in Officers occur.** Please complete the information below for your selected representative.

I certify that the statements herein are true and complete to the best knowledge and accept the obligation to comply with the terms and conditions of the Student Union Board Space Allocation Policy which can be accessed at sub.unm.edu.

Name of Officer

E-mail address

UNM ID Number

Date

SECTION A.2

Organization Purpose and Information

Organization Name:

1. Is your organization currently chartered? Yes No
How long have you been chartered?
 a: One year or less c: Three to five years
 b: One to three years d: More than five years

2. What is the purpose of your organization?

3. Outline your organization's major accomplishments of the past year.

4. List the main goals for the organization in the coming year.

5. How many *active* UNM student members does your organization *currently* have?

SECTION C.

Storage Allocation

(Groups requesting Storage Space must complete Section C)

12. What will your organization be storing? (Ex. 2 5ft. banners, 5 clipboards, shoebox of pens, cooler, etc.)

13. Describe the approximate size (area) of the materials your organization needs to store.

14. How frequently does your organization anticipate accessing the storage space?

15. Do you have equipment or supplies purchased with University or Student Government funding? Yes No

If yes, please list items below:

Submit completed form to subspc@unm.edu or hardcopy to SUB Administration

by

Wednesday, March 21st, 2018, no later than 5:00 p.m.