

# LOBO LAIR SPACE ALLOCATION

## SPACE ALLOCATION PROCESS

- i. Applications are due before the end of February. Applications must be emailed to [subspc@unm.edu](mailto:subspc@unm.edu) as physical copies will not be accepted.
- ii. Space is allocated by SUB Board no later than May for access beginning in the Fall semester; office agreements and card access forms are sent out to groups following the allocation of spaces. CSOs occupy the space for one academic year, meaning the CSO has the space beginning Fall semester and ending once the Spring semester finishes.
- iii. Signed office agreements and card access forms (with photos of Lobo IDs) must be emailed to [subspc@unm.edu](mailto:subspc@unm.edu).
- iv. Once all of the necessary forms are received, schedule a date and time for check-in to be completed by emailing [subspc@unm.edu](mailto:subspc@unm.edu). Card access will only be granted once this process has been completed.
- v. Any questions or concerns regarding Lobo Lair or space allocation can be directed to [subspc@unm.edu](mailto:subspc@unm.edu).

## Applications

- vi. Applications are due in February. Late applications are accepted, but they must be waitlisted until a space becomes available, or until the new cycle of applications is due, requiring the CSO to reapply with all other CSOs.
- vii. Applications must be filled out completely to be accepted. There are questions in the application for groups to answer to evaluate how the space will be used and what will be housed in the space.