

January 23, 2023

Greetings Student Organization Leaders:

The Student Union Building (SUB) provides numerous resources for both students and student organizations. The Lobo Lair Quad is a resource designed to meet the needs of student organizations, and assist organizations' efforts to enhance their programs with the use of office and/or storage space.

In order to utilize this resource, all student organizations (i.e., those with space allocated and those interested in acquiring space) must apply for office and/or storage space annually.

The SUB space allocation application process for student organizations has five (5) steps. Please become familiar with items one through five, 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 **Friday, February 24, 2023, by 5:00 pm**. It is very important that the forms are completed in their entirety and submitted by the deadline. Within two (2) business days of submitting the application, a confirmation e-mail will be sent as receipt of the application. Please email [subspc@unm.edu](mailto:subspc@unm.edu), if you do not receive a confirmation e-mail.
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.
4. Following the hearings, the SUB Board will announce which organizations will receive space. This announcement will be made no later than May 1, 2023.
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. 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](mailto:subspc@unm.edu) no later than Friday, February 24, 2023, by 5:00 pm.** If you have any questions, please contact the SUB Project Coordinator, at [subspc@unm.edu](mailto:subspc@unm.edu).

Sincerely,

Space Allocation Committee  
Student Union Building Board

**TO ENSURE PROPER COMPLETION OF THE APPLICATION  
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 used as just storage space. Please note, the office space is not big enough to hold large group meetings.

**Storage Space**

Storage units 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, and not as 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 organizations completes all of the requested sections. If you have questions about this, please do not hesitate to email at [subspc@unm.edu](mailto:subspc@unm.edu):

- Section A - ALL ORGANIZATIONS must complete all of Section A
- Section B - Organizations requesting OFFICE SPACE must complete Section B
- Section C - Organizations 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 **Friday, February 24, 2023, by 5:00 pm**. All applications must be submitted via email to [subspc@unm.edu](mailto:subspc@unm.edu) with "2023 Space Application" in the subject line.

**Questions**

If you have questions about the process or would like assistance completing the application, please contact the SUB Project Coordinator, at [subspc@unm.edu](mailto:subspc@unm.edu).

Submit completed application to [subspc@unm.edu](mailto:subspc@unm.edu) by  
**Friday, February 24, 2023, by 5:00 pm.**

**SECTION A.1****Contact Sheet** (ALL student organizations must complete Section A)

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

- Office Space  Storage Space

We are currently (select one):

- An office tenant  
 A new office applicant  
 Applying for office relocation

We are currently (select one):

- A storage tenant  
 A new storage applicant  
 Applying for storage relocation

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

Current Office Number and/or Storage Unit: \_\_\_\_\_

Organization Telephone Number: \_\_\_\_\_

Organization E-mail: \_\_\_\_\_

Organization Advisor: \_\_\_\_\_

Organization Advisor E-mail: \_\_\_\_\_

Organization's 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 the organization's responsibility to communicate any changes regarding officer information during the space allocation process in a timely manner.** 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](http://sub.unm.edu).

\_\_\_\_\_  
Name of Officer\_\_\_\_\_  
Officer's E-mail Address\_\_\_\_\_  
Officer's UNM ID Number\_\_\_\_\_  
Date

Submit completed application to [subspc@unm.edu](mailto:subspc@unm.edu) by  
**Friday, February 24, 2023, by 5:00 pm.**

**SECTION A.2**  
**Organization Purpose and Information**

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

1. Is your organization currently chartered?     Yes     No

How long have you been chartered?

- One year or less
- One to three years
- Three to five years
- More than five years

2. What is the purpose of your organization?

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

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

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

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**SECTION B.**

**Office Allocation** (Groups requesting office space must complete Section B)

1. Describe the type of activities for which the office space would be used.

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2. What hours are maintained in your present office? (if applicable)

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3. How many hours per week does your organization anticipate using this office space?

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4. What other options for office space has your organization explored?

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5. How will having an office in the SUB as opposed to another location on campus enhance your organization?

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6. Are you willing to share office space with another student organization? If so, what type of organization are you willing to share space with?

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**SECTION C.**

**Storage Allocation** (Groups requesting storage space must complete Section C)

1. What will your organization be storing? (Ex. 2 - 5ft. banners, 5 clipboards, shoebox of pens, 1 cooler, etc.)

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

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

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4. Do you have equipment or supplies purchased with University or Student Government funding?  Yes  No If yes, please list items below:

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