

Student Club Office Guidelines and General Information

Do

- Respect others who are utilizing the shared office space
- Contact Physical Plant (Physical Facilities/Campus Police bldg.) to sign out your office key
- Contact Dean of Students Office to sign out your file cabinet key
- Place all club postings, including your office hours, on the board outside your office
- Lock your office and file cabinet every time you leave your office, even if just for a few minutes
- Store all club belongings in your club file drawer
- Expect building services to remove the trash and clean the floor each night (Monday through Friday). If desks and tables are clear, they will be dusted.
- Utilize the office space during normal building hours of operation (available in Connections or from Campus Police)
- Contact the Physical Plant before hanging anything on the wall
- Contact Alice Yacullo at ext. 5349 (SWRZ 40) to reserve the Student Conference Room
- Contact the Physical Plant with any problems related to the facility.
- Contact the Activities Director with any suggestions, requests, or concerns you have
- Remember to reapply for office space each April

Don't

- Rearrange office furniture unless all clubs sharing the space agree with the new arrangement
- Remove any furniture from your office, even on a temporary basis
- Post items on/or, in any way, occlude windows or tape anything to painted or wood surfaces
- Leave perishable items in the office overnight
- Place electrical appliances in your office without prior approval from the Physical Plant

The following are available to answer your questions:

Activities Director, ext. 5273, LSF 73
Dean of Students, ext. 5479, LSF 78
Your Advisor, ext. _____

Physical Plant, ext. 5347, PF/CP
Campus Police, ext. 911 or 5220

STUDENT CLUB/ORGANIZATION OFFICE SPACE REQUEST FORM

Club/Organization name _____

This is a New application for a club office
 Renewal application for a club office

Current officers and advisor (please print clearly or type):

	Name	Phone Number	E-mail Address
President			
Vice President			
Secretary			
Treasurer			
Other			
Advisor			

How many club members do you have? _____ How many active members? _____

How often do you meet? _____

How do you intend to use the club office (new application), or how did you use the club office last year (renewal application)?

Do you plan to use the Student Conference Room or Student Club Workroom? _____

If yes, how often? _____

I am requesting office space on behalf of the above mentioned club. My signature below confirms that I have read the Student Club Office Guidelines and General Information and the above mentioned club agrees to abide by these guidelines if we are allocated club office space.

Return to Dean of Students Office, LSF 103 by _____

Signature of Officer _____ Date _____