

Dear Ohio University Registered Student Organization:

As an Ohio University Registered Student Organization, your group has the opportunity to apply for an office space available for a one-year term in Baker University Center. Following you will find the application as well as the specific guidelines that must be met in order for your organization to be eligible.

We look forward to receiving your organization's application in the coming weeks!

The following guidelines apply to the assignment and usage of all Baker University Center office spaces assigned to Ohio University registered student organizations:

1. **Eligible Organizations** - Only Ohio University student organizations registered with the University through the Campus Involvement Center for 2012 – 2013 academic year are eligible for assignment of office space in Baker University Center. Organizations with office space elsewhere at the University are ineligible for office space in Baker University Center.
2. **Application Process** – Student organizations will be notified of application availability. Applications are available at the Campus Involvement Center, Baker University Center 355.
3. **Office Assignment** – After the student organization has submitted their application form, an evaluating committee of administrators and students will score each organization on the individual components of the application. Organizations receiving the highest scores will receive an office space. *Currently having office space is no guarantee for subsequent years.* Organizations will be evaluated on how they plan to use the space as well as by how well they have used the space in the past (if applicable).
4. **Shared Occupancy** – The office spaces are designed for two organizations per space. All student organizations selected will be sharing an office space with another organization. The organizations will be paired at the discretion of the Campus Involvement Center.
5. **Assignment Term** – Student organization offices in Baker University Center are assigned annually (with the exception of Ohio University's annually funded student organizations with full-time advisors). Student organizations that received an office space for the 2011-2012 academic year are eligible to reapply for the 2012-2013 academic year. Office space assignment leases will terminate, subject to reassignment, on the last day of academic classes in the spring quarter. Those organizations receiving a reassignment for the following year may remain in the office space but are expected to prepare the office space for University summer cleaning procedures.
6. **Policies and Procedures** – Student organizations assigned an office space are required to adhere to Ohio University Event Services and Campus Involvement Center policies and procedures for office space use. That adherence will be in the form of a Space Agreement signed by the student organization president and advisor and the Director of the Campus Involvement Center prior to receiving access to the office space. Refusal to adhere to the policies and procedures will result in the student organization's immediate eviction from Baker University Center.
7. **Application Timeline:**

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|-------------------------|--|
| <b>April 30, 2012:</b>  | Applications are available in Baker University Center, Campus Involvement Center, Room 355.  |
| <b>May 18, 2012:</b>    | Completed Baker University Center office space applications due in the Campus Involvement Center, Baker University Center, 355, by 5:00 p.m. |
| <b>June 1, 2012:</b>    | Student organizations receiving office space will be notified.   |
| <b>August 27, 2012:</b> | Office space leases signed by the advisor and president must be turned into the Campus Involvement Center by 5 p.m.                          |
| <b>August 27, 2012:</b> | Student organizations are permitted to move into office space if lease has been returned.  |

If you have any questions or concerns, please contact the Campus Involvement Center at 740-593-4742, [involvement@ohio.edu](mailto:involvement@ohio.edu), or in Baker University Center 355.

**Applications are due by Friday, May 18, 2012.**

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

Student Organization Account #:

Name of President: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Advisor: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Is your organization currently registered and in good standing with the University? \_\_\_\_\_  
(Only Ohio University organizations registered through the Campus Involvement Center for the 2012- 2013 academic year are eligible for office space.)

Does your organization currently have office space in a University building? \_\_\_\_\_

If yes, where? \_\_\_\_\_

(Organizations with office space elsewhere in the University are ineligible for office space in Baker University Center.)

How often does your organization hold regular meetings? \_\_\_\_\_

How long has your organization been registered with the University? \_\_\_\_\_

How many active members are in your organization?

Number of student members:

Number of faculty/staff members:

**Please attach an official roster sheet for verification.**

By signing below you hereby state that all information provided in the application packet is accurate.  
Providing false information will result in forfeiture of office space.

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Office Use Only:*

Date received: \_\_\_\_\_ Time received: \_\_\_\_\_ Initials: \_\_\_\_\_

Registered organization: \_\_\_\_\_ Good Standing: \_\_\_\_\_ Financial Good Standing with Bursar: \_\_\_\_\_

Office Number: \_\_\_\_\_

**Please fill out the following questions on a separate typed document and attach with the application:**

1. List your organization's current leadership by name and Ohio University E-mail address.
2. Describe how an office space would be used to improve the operation of your organization.
3. Please explain your organization's impact on student life at Ohio University.
4. How many events/activities do you plan on an annual basis?  
Please list the specific events have you held in the past year?  
Who was the target audience for each event?  
What was the approximate attendance at those events?
5. What are the goals and/or philosophy of the organization?
6. Does your organization have a mission statement? If so, please attach.
7. How many hours per week will your organization use the office?
8. How many posted office hours per week will your organization offer? (REQUIRED)
9. Is there a time period in which you would expect more or less office hours/use?  
What part of the day? Morning, Afternoon, and/or Evening?  
What day(s) of the week?  
What part of the month/quarter?
10. How many members will use the office/workspace?
11. If your organization currently has an assigned office space, please describe how it has been used this year.

List any additional comments you would like the selection committee to consider.