



TEXAS TECH UNIVERSITY
Student Union & Activities

20____-20____ Cubicle Space Application

This form is to be completed and returned to Student Union & Activities, Room 203

Name of organization: _____ Organization address: _____

Organization contact: _____

Name: _____ Position: _____

Address: _____ Email: _____

Phone: _____

Advisor Information

Faculty or Staff

Name: _____

Email: _____

Address: _____

Phone: _____

President Information

Treasurer Information

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Registered for 20____-20____? Yes or No

Number of active members _____

Is your organization in "good standing" with the University? Yes or No

Date Established at TTU _____

Date Established Nationally _____

Has your organization ever been inactive? _____

If yes, explain why _____

Membership is open to who? _____

How is the organization funded? _____

How often does your organization meet? _____

Would you utilize this space in the summer? Y or N

Does the organization currently have office space? Y or N

Where is the space located? _____

How many hours per week is the current space used? _____

Does the organization have department support? Y or N

Why does the organization need space in the Union? _____

How would the organization use the office space? _____

What is the purpose (mission) of the organization (attach or type): _____

Awards and/or recognition received by the organization and year received: _____

List the major event(s) that your organization has sponsored in the past two years: _____

How did the event(s) benefit the University? _____

List (or attach) community service projects accomplished in the past two years: _____

Project the hours the organization will utilize the cubicle: Mon - Fri 8am to 5pm _____, 5pm to 12am _____

Would these hours vary during the year? Y or N

If so, how and why? _____ Sat - Sun _____

SPACE ASSIGNMENT AGREEMENT

1. MAILBOXES: A mailbox in the Student Union is available to every registered student organization.
2. KEYS: The Student Union & Activities Staff will issue Workstation keys. It is the responsibility of each organization's president to furnish the Associate Director of the Student Union with a list of those members who are eligible for a key card, which would enable members to check keys out from the Union Information Counter. A driver's license will be required with the key card in order to check an office key out at the Information Counter. Both the ID and the key pass card will be held at the Information Center in place of the key. Only the specific key listed on the Key Card will be issued.
3. LOCKS: If it is necessary to have locks changed on the assigned cubicle, the organization should notify the Student Union Office. If the lock change is required because of a change of space assignment, the Union will assume the cost. In cases of a change in personnel of the organization, or if security has been compromised, the organization will be responsible for the costs involved.
4. UTILITIES: The Union covers the expense of all utilities EXCEPT telephone. Due to the high costs of electricity, the Union requests the cooperation of all tenants in insuring that all possible care and economies are practiced.
5. TELEPHONE: Telephone service is not provided by the Student Union. If a student organization makes arrangements with the Texas Tech Communications Services Office for a telephone, it is the responsibility of the organization to pay for any fee(s) for the installation and ALL monthly charges incurred on the line (each organization should take necessary precautions to protect from unauthorized long distance calls being placed). Ethernet connections will be provided without cost.
6. SECURITY: Organizations are not to leave money or valuables in offices or workstations. Arrangements can be made through the Union Office for securing money on a temporary basis; however, such funds would not be covered by insurance, nor can the Union accept responsibility for any funds or property.
7. INSURANCE COVERAGE: The Union's insurance covers only property belonging to the Union. All other contents are not covered and are the responsibility of the organization or individual.
8. USE OF SPACE AND MAINTAINING OFFICE HOURS: Organizations are expected to staff their offices at least fifteen (15) hours Monday through Friday between the hours of 8:00 a.m. and 11:00 p.m. The Information Desk staff has a log in and log out sheet for organizational members to keep track of their office hours. Office hours are determined by the number of hours the office is staffed rather than the number of hours in the office. For example, if five students are in the office for one hour, one hour of office time is recorded; if one student is in the office for five hours, five office hours are recorded. It is required that members log in their hours, as use of space will be reviewed periodically and this information will be an important condition considered when renewing the space for the following year.
9. ALTERATIONS/MAINTENANCE: the Student Union Office must approve all painting, shelving or alteration of the space assigned. Routine painting to maintain the area will be accomplished by the Union staff.

10. CUSTODIAL SERVICES: All routine custodial services for the office areas will be provided by the Union. Out of the ordinary trash and excessive empty boxes should be handled by the organization members involved, and not left in the hallways. Recycling is recommended.
11. FOOD/DRINK: All food and drink taken from the Food Service areas of the Student Union must be in disposable "take-out" containers that Food Service will furnish on request. Food trays, china, and flatware are NOT to be removed from first floor dining areas. Offices and office reception areas must be kept clean and free from leftover food and trash to avoid an additional custodial charge or loss of a cubicle space.
12. APPLIANCES: Appliances are not allowed in the student organization office areas of the Student Union. This regulation applies to coffee makers, refrigerators, microwaves, heaters and other electrical appliances. All exceptions must be approved, in writing, by the Student Union Office.
13. SMOKING & ALCOHOL: The organizations are expected to follow all Texas Tech University policies pertaining to smoking and alcoholic beverages. The Union is a smoke-free building.
14. MATERIAL STORAGE: At no time may flammable or hazardous materials be stored in the workspace. This would include stacks of paper/newspaper/paint etc. stored outside of the metal drawers or cabinets provided. Materials to be recycled should be placed in the appropriate Union containers and not stored in the workspace.
15. WALL DISPLAYS: Cubicle fronts should not be covered with posters or paper. No items will be permitted on the wall surfaces of the Organizations Area other than those spaces dedicated for posting by the Student Union. Organizational members should strive to keep their workspaces neat, organized and professional in overall appearance. Organization names will be indicated on individual cubicles and on maps of the area, and groups will be posted. No additional signage or posting will be permitted on the cubicle exterior or walls in the Organizations Area.
16. INSPECTION: Union staff reserves the right to inspect and review cubicle areas as it deems necessary, in order to maintain safety and compliance with the terms and conditions listed above.
17. SPACE ASSIGNMENTS: Space assignments are made on a yearly basis by a committee formed to make those assignments, under the guidance of the Student Union & Activities office and the Student Government Association. Organizations assigned space cannot sublet rent or assign their space to another organization without approval by the Program Concepts and Building Use Committee.

Organizations using space in the Student Union are bound by all existing policies, procedures, and laws including, but not limited to, Texas Tech University Policies and Procedures, Student Handbook, and the laws of the State of Texas.

Signature of organization officer

Date

Signature of organization advisor

Date

Please attach copies of any printed material featuring you organization to support your application.