The UMC Board is accepting applications from new student groups (or student groups not currently housed in the UMC) for office space in the UMC. **Current room allocations are set to expire on May 31, 2014. All current student organizations who wish to maintain office space within the UMC must submit an application.**

Student groups wishing to be considered for office space in the UMC must be currently registered with the Student Organizations Finance Office (SOFO) and must have a current open account with SOFO.

In accepting office space in the UMC, student groups agree to adhere to the rules, regulations and policies of the UMC, as well as local, state and federal laws. If a student group has questions concerning these policies, please contact the UMC Board Chairperson or the UMC Executive Director in UMC 305.

Please fill out this application and attach a copy of the student group’s current membership roster and proposed office hours. **Please deliver the requested information to the UMC Executive Director’s Office in UMC 305 or to CUSG in UMC 125 by no later than 12 noon, Friday, February 28, 2014. Late applications will not be accepted.**

1) **Name of student group:**________________________________________________

2) **Is the student group currently registered with SOFO?________________**

3) **Does the group currently have office space in the UMC?_______________**

4) **Purpose of student group:**

   a) **Briefly describe your organization’s mission and goals:**
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________

   b) **What events and activities has your group sponsored in the 2013-2014 academic year and how have they impacted the campus community?**
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
5) Why is it necessary for your group to have office space in the UMC?
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

6) Please list the number of active members in your group specifying students, non-students, faculty and staff:
_____________________________________________________________________
_____________________________________________________________________

7) How many people will use the office on a regular basis?
_____________________________________________________________________

8) Are there student groups with whom you would like to share office space? Please list:
_____________________________________________________________________
_____________________________________________________________________

9) Are there student groups you would prefer as neighbors? Please list:
_____________________________________________________________________

10) Are there specific student groups that you feel should not be your neighbors? Please list:
_____________________________________________________________________
_____________________________________________________________________

11) How does the student group contribute to the UMC as a multicultural center?
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

12) Is the student group currently funded by student fees? If so, is it through SGFB?
_____________________________________________________________________

13) If the group handles money or tickets regularly, and/or has office equipment and other items of value:
   a) is the group insured?
   b) does the group have special security needs?

14) Does the group have an outstanding debt with the Student Organizations Finance Office (SOFO)?
15) Please provide any additional information to describe your group’s needs, attaching an additional sheet if necessary. The UMC Board will attempt to accommodate all requests regarding student office space, however, completing an application does not guarantee that specific requests can be accommodated nor that office space will be granted.

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

It is necessary to provide a contact name, complete mailing address, phone number, and email address. You may be contacted by the UMC Board to clarify information in this application.

**Primary Contact:**

Name_______________________________________________________________
Address____________________________________________________________
City, State, Zip code______________________________________________
Phone Number_______________________________________________________
Email Address______________________________________________________
Signature__________________________________________________________

**Alternate Contact:**

Name_______________________________________________________________
Address____________________________________________________________
City, State, Zip code______________________________________________
Phone Number_______________________________________________________
Email Address______________________________________________________
Signature__________________________________________________________
Please read the attached “UMC Board Policies, Procedures and Guidelines for Student Group Allocations”.

UMC BOARD POLICIES, PROCEDURES AND GUIDELINES
FOR STUDENT GROUP OFFICE ALLOCATIONS

A. This document defines the UMC Board’s policies and procedures regarding the allocation of UMC office space to student organizations (defined by students comprising at least one-half plus one of the total membership). There are two principles that the UMC Board uses to assign office space:

1. The UMC Board attempts to reflect the diversity of the student population and will not discriminate against any legitimate student organization.

2. The UMC Board uses established guidelines to prioritize office space requests; however, allocations are ultimately made at the discretion of the UMC Board.

B. Page A-7 of the University Board on the University Memorial Center Bylaws (revised May 1, 2013) lists one of the responsibilities of the Board as: “The Board shall review and approve or disapprove all requests for continuing space assignments within the UMC, consistent with University policies”. Priority levels can be waived for cause by the Board.

1. Permanent Student Departments
   a. CUSG
   b. Program Council

2. Organizations that are regularly funded by CUSG or SOC.

3. All other student organizations.

4. Recreation-orientated groups, academic-affiliated groups, and student political parties.

5. Non-student/non-University organizations.
C. For student organizations, the UMC Board uses the following criteria to assign office space:

1. Availability of space.
2. Number of students in and affected by the organization.
3. Verified maintenance of a minimum of 20 office hours per week.
4. Verified posting of office hours on or near office door.
5. Willingness to share space if such an arrangement is necessary.
6. Length of time group has maintained office space in the UMC.
7. Security needs of the group.
8. Number of activities and programs sponsored by the group.
9. Degree to which the group affects the student community.
10. Compliance with UMC, CUSG, University, procedures, rules and regulations and local, and State Laws, including maintaining the physical appearance of the office. Non-compliance with any of the above may lead to not being allocated office space.

D. Other policies affecting the assignment of UMC student office space are as follows:

1. The UMC Board must approve all allocations of office space. Student organizations are not allowed to bring in additional tenants without UMC Board approval.
2. The UMC Board reserves the right to review currently held office space for possible reallocation if the organization does not meet the criteria listed in C. The reallocation process may include probation, eviction, change of assigned space, or required sharing of space. If there are allegations of misuse or non-use of rooms by groups currently housed in the UMC, groups will be notified in writing by the Room Allocations Committee, who will hold a
preliminary hearing. On the basis of this hearing, a recommendation of action will be made to the UMC Board.

3. In order to serve organizations that have particular needs for short periods of time, the Board may allocate space for special, short-term assignments.

4. All student organizations utilizing office space in the UMC are required to maintain an active account with the Student Organizations Finance Office.

5. If space is allocated or reallocated, the tenant group is responsible for all direct costs associated with the move, which may include tele/data jack installation, activation, or move fees and installation fees for other special equipment.

6. The UMC can house a group whose sole purpose is to provide a publication funded partially or completely by advertisements, or by the exchange of services, only under a contractual arrangement where rent is paid.

E. In accepting office space, organizations agree to adhere to the philosophy and policies of the University Memorial Center and to abide by the following rules and regulations:

1. The UMC Director must approve any non-capital adjustments to office space. Tenants may request paint and tools in order to improve office appearance. Requests must be submitted in writing to UMC Director, and the UMC Director must grant permission in writing before any adjustments are made.

2. Organizations are financially responsible for any damage and/or modifications to the office. Painting of murals on office walls is not permitted.

3. Student groups are responsible for the conduct of their members and their guests.

4. Per the Student Group Accountability Bill, 77 LCB 06, all student groups will be held accountable for the actions and conduct of the group and its members. Violation of the bill by the group or its members may result in the UMC Board reviewing the status of the organization’s office space allocation.
5. Compliance with UMC, CUSG, University, procedures, rules and regulations and local, and State Laws, including maintaining the physical appearance of the office. Non-compliance with any of the above may lead to loss of office space.

F. The application process for student groups is as follows:

1. The Board will announce room application procedures by advertisements in the local newspaper. Ads will run for a minimum of two (2) days.

2. Room applications are accepted once in the Fall and once in the Spring.

3. Room applications are available in the CUSG Office (UMC 125) or in the UMC Director’s Office (UMC 305).

Please sign to indicate that you have read and understood the policies, procedures and guidelines for student group space allocation in the UMC.

Name__________________________________________________________

Name of Student Group___________________________________________

Phone Number__________________________________________________

Address_______________________________________________________

City, State, Zip code___________________________________________

Email Address_________________________________________________

Signature_____________________________________________________

University of Colorado Boulder

Updated 1/14