

**University Memorial Center
Student Engagement and Collaboration Area Lounge Policy: SECA Use Form**

Thank you for your interest in the Student Engagement and Collaboration Area Lounge meeting and prep/work rooms.

As you know from the policy, during the process of creating the Center for Student Involvement (CSI), the UMC Board heard feedback that student organizations, in particular student organizations that support historically underrepresented students, share a need for space where they can meet and plan events as well as space to store event materials for the short-term. Therefore, first priority for the SECA meeting and prep/work rooms is for student organizations that represent and/or support historically underrepresented students. We recognize that student organizations that represent and/or support historically underrepresented students may not always fall into the Recognized Student Organization (RSO) categories of Cultural and International; Religion and Spirituality; or Social Justice and Activism. If an RSO's mission and purpose align with this intent and they are not registered in the aforementioned categories, the RSO can submit this information on the form below to the UMC at lauren.fichtner@colorado.edu

The information will be reviewed by the UMC Board and the student organization representative listed on the form will be contacted. If you have any questions, feel free to contact the UMC Director's Office at 303-492-8832 or in UMC 305.

Registered Student Organization Name	
Designated Representative from RSO (first and last name)	
Email Address (must be colorado.edu email)	
Contact Phone Number	
RSO Mission Statement	
How does your RSO represent historically underrepresented students?	
Please list the date(s), time(s) and duration for the room reservation. Note: All UMC and CU Events Planning & Catering policies also apply to the reservation.	