

## **Student Club and Organization Space Allocation**

### **What space is available?**

The Lehigh University Student Senate is pleased to announce that we are able to provide our student organizations with a limited amount of office and storage space in Upper Ulrich. Upper Ulrich will feature shared office space for 10 student organizations. Each organization will have access to a computer and a lockable storage cabinet. The storage spaces range from lockable storage cabinets to closets. The new space in Upper Ulrich will also feature the opportunity for your organization to utilize the Student Leadership Trainers (SLTs) office and their office hours. The SLTs are student leaders trained in group facilitation skills and are well versed in topics relevant to student organizations. Future plans for Upper Ulrich include adding a resource space with a copier, printer and other supplies available for use by student organizations.

### **Student Senate's role**

The Lehigh University Student Senate serves as the primary governing body in the allocation of club and organization office and storage space in the Ulrich Student Center. In order to be considered for space, clubs and organizations must meet the following criteria:

1. Be a fully recognized student organization by the Lehigh University Student Senate.
2. Be in good standing with Student Senate and Lehigh University.
3. Complete a request for space application form.
4. Be approved for office or storage space by the Lehigh University Student Senate.
5. Follow all policies and regulations set forth by Student Senate and Lehigh University.

### **What are the selection criteria?**

In addition to the criteria listed above, the allocation of student organizations requests for space will be based on the organization's contributions made to campus life and how the group plans to use the requested space.

### **Time frame**

The allocated space will be assigned to the student organization for the academic year (August to May). For this allocation process student organizations will be given access to their assigned spaces for the remainder of the spring 2009 term and the entire 2009-2010 academic year (August to May). Note that all items must be cleared out by the end of the academic year unless approval is given by the Student Senate and Office of Student Activities. Summer storage is available on a case by case basis. Student organizations need to apply in March 2010 for the opportunity to have space in the subsequent academic year.

### **What is the time line?**

#### **Date**

Wednesday, 2/25	Applications are due by 5pm to Office of Student Activities
Monday, 3/16	Decisions sent out via e-mail to clubs and organizations
Tuesday, 3/17 to TBD	Student clubs and organization able to gain access to assigned spaces