

APPLICATION FOR REGISTERED STUDENT ORGANIZATION OFFICE SPACE

Submission of this form does NOT guarantee your RSO will be assigned an office. ALL groups who wish to request a dedicated office MUST complete this form – even those already assigned to a space. Office assignments are made at the discretion of the Office of Student Life in order to support

Club/Organization: _____ Today's Date: _____

Does your RSO currently have an assigned office? Yes No

Does your RSO use a KCC department/staff office for office space? Yes No

If **yes**, what is the room number? _____ Would you like to keep this same office? Yes No

How many active members did your RSO have in the 2016-2017 school year? _____

How many events did your RSO host in 2016-2017? (Include Fall 2016 and Spring 2017) _____

Room Preference 1: _____ Room Preference 2: _____ Room Preference 3: _____

Are you interested in/willing to share office space with other student organizations? Yes No

Please indicate any preferences for which RSOs you would/would not like to share space with (indicate why):

How often do you anticipate using the office? _____

How will your RSO utilize this space to further this mission of your group? _____

Student completing this form

Name: _____ Phone: _____

Email: _____ Position: _____

RSO President

Date

Faculty Advisor

Date

For Office Use Only:

Office Approved: Yes / No

Room Assigned:

Shared With: