

Registered Student Organization Cubicle Application

Most Registered Student Organizations (RSOs) have the opportunity to apply for shared workspace in the Office of Student Involvement (OSI), Student Union Room 208. Organizations that are granted workspace have access to a shared computer (with internet access), printers, phones, and limited storage space. Organizations that have a workspace must agree to and abide by the guidelines set forth in the RSO Cubicle Agreement.

Please complete the following information regarding the RSO and answer the questions that follow. The Knights of the RoundTable (KoRT) Executive Board and OSI staff will determine which groups are to be granted workspace based on this application, so please be thorough. Criteria include, but are not limited to, the number of active student members, number and type of programs sponsored by the organization, attendance at KoRT workshops, diversity it brings to the office, and the impact of the organization on student life at UCF. **Cubicle Applications are due on the first Friday of each month** when cubicles are available. Please submit all application materials to the front desk of SU 208.

Full Name of Organization: _____

Organization Contacts- (President and Contact/Additional Officer):

1. Name: _____ Email: _____ Phone: _____

2. Name: _____ Email: _____ Phone: _____

Please list the number of each type of active member in the organization:

(For purpose of this application, a member is considered active when he/she is involved in the operations/functioning of the organization)

_____ UCF students _____ UCF faculty/staff

Please attach a roster of active UCF student members, including PID numbers. Also, please indicate, by asterisks, which students hold office within the organization. Officers should match the most recent Update Form submitted to OSI.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Do any individuals of the organization benefit financially from the organization? YES NO

Does the organization have access to any other workspace (in an academic building or office)? YES NO

If YES, Where? _____

What equipment does the organization have access to? _____

How many hours per week will the organization use the space? _____

We, the undersigned members of, _____, understand that completion of this application does not in any way guarantee office space for our organization, and that this application is not a lease. We acknowledge and understand that if our organization receives space, our use of the space is subject to compliance with all rules and regulations of the space and University of Central Florida, and is subject to review. We understand and acknowledge that failure to abide by all applicable rules and regulations may result in revocation of our space use privileges. The information provided in this application is, to the best of our knowledge, correct and complete.

Signature of President

Date

Signature of Contact/Additional Officer

Date

Signature of Advisor

Date

Office Use Only

Date Received: _____ Date Reviewed: _____
Cubicle Granted: No _____ Yes _____ Station # _____

Please Answer The Following Questions On A Separate Piece Of Paper and Attach To The Workspace Application: (Please limit responses to a total of 2 typed pages)

1. Describe how office space would be used to improve the operation of the organization.
2. Does the organization have a "peak season(s)" for office space needs? If yes, when does the "peak" occur?
3. List the events/programs the organization sponsors annually and how many people attend each event/program. Also, please include meeting frequency and any events co-programmed with other RSO's.
4. Describe the organization's impact on student life at UCF.
5. List any awards or recognition (national/local) the organization has received in the last 2 years.
6. Is there any other information that should be considered?