

TIMETABLE FOR CHARGER UNION RSO SPACE ALLOCATION

Process

April: Applications posted online and due (2 week window)

www.tinyurl.com/CUworkspace

May: Announcement of Space

August: RSO's may move into space.

- **Cubicle space will be allocated for one academic year**
- **Organizations are not guaranteed space in the Charger Union**
- **Organizations must reapply annually for space. Allocation one year does not automatically renew nor guarantee allocation the following year.**

Cubicle Space Criteria & Process

To be eligible for cubicle office space in the Student Organization area, organizations must be:

- A registered student organization through The Office of Student Activities.
 - **While RSO's may begin utilizing space in August, the RSO MUST register through Student Activities during open registration every September.**
 - **Failure to do so will be grounds for removal of assigned work space.**

Criteria used for selection of office space will include:

- Purpose & need of office space
- Amount of activity and use of office space
- Previous year's involvement in programming, events, and services.

Expectations of Student Organizations granted office space are to:

- Use the cubicle space frequently.
- Maintain a minimum of ten (10) office hours per week .
- The RSO's weekly office hours must be set and submitted to Student Activities.
- Cubicles shall be occupied solely by the organization allocated that cubicle space.
- Have a representative of the organization attend all RSO Roundtable meetings.
- Submit an END OF THE SEMESTER REPORT

Loss of cubicle space will occur if:

- An organization loses its registration status with the Office of Student Activities
- A group fails to adhere to the policies and procedures of the Office of Student Activities or UAH
- It is determined that the space is being used ineffectively

Cubicle Furnishings

- 24"D x 48"W work surface
- Upper tile marker board
- Upper tile tack board
- Storage tower that includes a wardrobe, open shelves, and 2 file drawers
- Stations include mobile box/file pedestal with seat cushion top and pencil tray in top box drawer
- A CPU holder/CPU dolly
- Desk chair