

Arkansas State University
Reng Student Union Office Space Application
2022-2023

Official Name of Organization: _____

Is this organization registered with the Leadership Center? _____

(Note: Prospective tenants must be currently registered with the Leadership Center and remain registered throughout the duration of occupancy.)

Main Contact at the time of application: _____

(Note: The person designated will be responsible to act as organization's contact person with the Reng Student Union during the application process unless otherwise noted within this documentation.)

Phone Number: _____

Email Address: _____

(Note: All communication regarding the Reng Student Union office space will be sent to this email address.)

Please answer the following questions.

1. Briefly describe the purpose or mission of your organization.
 2. List any additional spaces/meeting locations on or off campus this organization utilizes. In addition, include a description of the use for each of these spaces/meeting locations.
 3. Approximately, how many total hours per week and for what purpose(s) will this organization utilize an office in the Reng Student Union?
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Applications are due to ecrouse@astate.edu or in person to the Leadership Center (Reng Student Union Suite 2067) by **Wednesday, April 27, 2022 at 3pm.** The student organization's contact will be emailed a request to sign up for an office space allocations interview. Interviews will be conducted via zoom on **Monday, May 2.**

The 2022-2023 student organization office space assignments list will be released by email on **Tuesday, May 3, 2022 by 5pm** to all applicants. Student organizations currently occupying space but not renewed for 2022-2023 must vacate the office space by **Friday, May 6, 2022 at 5pm.** Any items remaining will be boxed and moved to a storage location by the Student Union staff.

Please note, the Reng Student Union Staff will review office usage at the end of the Fall 2022 semester. The Staff reserves the right to revoke a student organization's assigned office space if the organization is not utilizing the office appropriately.