

SUS Club and Association Spaces 2016-2017 Form

Complete this application in its entirety and return to the SUS Clubs and Association Officer.

March 20 – May 30: Applications available

May 31 – June 30: Completed applications considered and eight applicants selected

September 2, 2016: Selected applicants have use of the office space

August 15, 2017: Move-out date

The SUS Space Allocation Committee undergoes a yearly process of due diligence to ensure that space is given to those clubs and associations with most demonstrated need for space. There are two shared club and association spaces which allow for eight administrative desks and ten lockers available in the Student Union Building.

Please note that club and association space allocation is a privilege not a right and a past history of space use does not automatically constitute a guarantee for allocation and/or renewal.

The purpose of the SUS Club and Association space is to help your club or association to facilitate its mandate. While filing cabinets will be provided, no office should be used primarily for storage space.

Space Criteria & Process

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

- A SUS recognized student club/association
- In good standing with the SUS

Criteria used for selection of office space will include:

- Purpose & need of office space
- Student organization membership (# of active members)
- Amount of activity and use of office space (prior use will be assessed)
- Previous years involvement with campus activities

Expectations of Student Organizations granted office space are to:

- Use the space frequently
- Retrieve mail regularly in the SUS office
- Practice proper office etiquette, including respecting other organizations when sharing the space

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Space will be allocated for one academic year

Loss of space will occur if:

- An organization loses its recognition status with the SUS or is not in good standing with the SUS
 - A group fails to adhere to the policies and procedures of the SUS or the University of the Fraser Valley
 - It is determined by the Space Allocation Committee that the space is being used ineffectively.
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Student Organization Name: _____

Executive Member Name: _____

Executive Member Contact Info: phone _____ E-mail _____

Is your organization currently registered with the SUS? Yes No

How many active members does the organization have? _____

Does your organization currently hold allocated space on or off campus? Yes No

If yes, please explain below:

Please tell us how a space will support your organization's mandate/goals and specifically how your organization intends to utilize a space.

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If your organization has been registered with the SUS prior to the current year, please list the events and activities haven taken place.

Do you have any further information and/or comments you would like the committee to know?

