ILLINI UNION STUDENT ORGANIZATION COMPLEX
CUBICLE TENANT VACANCY APPLICATION – 2010-2011

It is the responsibility of the Illini Union Board (IUB) to coordinate the process to fill any vacancies in the Student Organization Complex when such space becomes available. As a result, IUB is excited to announce that it is now accepting Cubicle Tenant Vacancy Applications from interested Registered Student Organizations for use from May 2010 through May 2011. Note that lease assignments for this cycle will be good through this point, at which time the assigned organization will have an opportunity to request the renewal of their lease.

Please be advised of the following important information regarding the application process:

• All applicants must be registered with the Office of Registered Organizations Office, (Illini Union, Room 284) before the application will be considered. All organizations must re-register 365 days after their last registration date or when organization leadership changes to remain active. If your organization fails to re-register or becomes inactive for any reason, access to the space will be revoked. Inactive organizations will not be granted storage or office space.
• All applicants must be and remain in good standing with the Office of Registered Organization (Illini Union, Room 284).
• To submit an application, complete this application in its entirety and return to the Illini Union Office of Registered Organizations (Illini Union, Room 284). All responses must be typed.
• Please include all information (including questions and question numbers) on responses. Incomplete applications will not be reviewed.
• Applications are due Friday, March 19, 2010 by 4:30 pm in Illini Union, Room 284. No late applications will be accepted. Applicants will be notified of their status by late April/early May. Those organizations not selected to fill the current vacancy (ies) will be kept on file for review if an additional vacancy occurs during the fall 2010 semester.
• Do note that student organizations who receive office space also automatically receive a mailbox.

REGISTERED STUDENT ORGANIZATION INFORMATION

Name of Organization: ____________________________________________
Contact Person: ________________________________________________
Position Within Organization: ____________________________________
Address: _______________________________________________________
                     Street       City       Zip
Phone: ________________________________________________
                     Day       Evening
E-Mail Address: ________________________________________________

I testify that the information provided in this application is accurate. I understand that my organization will be held responsible for all policies and procedures related to the Registered Student Organization Complex should our application be accepted (all tenants will be required to sign a lease).

Signature: ________________________________________________
Date: _______________________________________________________

<table>
<thead>
<tr>
<th>Date Rec’d</th>
<th>Office/Cubicle</th>
<th>Time</th>
<th>Mailbox:</th>
<th>Initials</th>
<th>Cabinet:</th>
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Above is for Illini Union staff use only
Please complete the following questions in their entirety based upon the criteria as listed on the application cover page:

1. How many total members are currently in this Registered Student Organization (RSO)?

2. How many of those members included in the RSO total (listed above) are considered active?

3. Approximately when was the RSO founded at the University of Illinois?

4. What is the purpose or mission of the RSO?

5. What are some programs and services that have been or are currently being sponsored by the RSO?

6. What (if any) are the eligibility requirements for membership in the RSO?

7. Why should the RSO be allocated space in the Illini Union Student Organization Complex?

8. Does the RSO occupy space elsewhere on campus? If so, please explain what kind and where.

9. If the RSO occupies space in another University facility, please identify reasons for applying for space within the Illini Union?

10. What are the RSO’s proposed office hours and what days of the week will the space, if allocated, be open/staffed?

11. Please provide any additional information that the RSO feels should be considered as a part of this application process.

All answers must be typed and attached to the cover sheet. Submit application to Illini Union room 284 by 4:30pm on Friday, March 19, 2011.