



SHSU Organizations

Organization Workroom Application

The organization workroom is located in Student Activities suite 328T. The purpose of the room is to offer student organizations a place to take care of the business aspects of running an organization. We have 15 workspaces and 18 storages for use. However, they are available on a first come, first served basis. In the organization workroom, each organization will be provided with a desk or a storage space, power access, and access to the paint room. We are looking for organizations that are willing to take advantage of the resources that we have to offer.

Please check the appropriate space for the type of work area you are applying for. If you are applying for both, put a 1 next to your first choice and a 2 next to your second choice. Since the workspaces are in high demand, there is normally a waiting list. In the event that something becomes available, we will contact you as soon as possible.

_____ Work Space (desk with filing cabinet)

_____ Storage Space (no desk space)

Organization Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Please answer the following questions on the back of this form.

1. Why is your organization interested in having a spot in the organization workroom?
2. How much time per week would your organization use this room?
3. What are the goals of your organization this year?
4. What were the events or programs that your organization sponsored or participated in this year?

Return this form along with your answered questions to Student Activities (LSC 328) as soon as possible.

For Office use only:

Date received: _____ Staff initial: _____

