



CLUB OFFICE SPACE REQUEST FORM

2018 – 2019 Year

Please email this completed form with all the necessary information mentioned below to vpcampuslife@utmsu.ca and ramzi@utmsu.ca; Once we receive and approve your soft copy, you shall be asked to hand-deliver a hardcopy to the VP Campus Life in the UTMSU Office to finalize your club file.

All Clubs who receive an office will be expected to complete 10 hours of office hours per week to ensure club rooms are being properly utilized and providing a place for members to interact with club executives.

If clubs are found to be abusing club offices or not completing office hours the club may be removed at the discretion of the VP Campus Life and Clubs Coordinator.

Term: 2018 & 2019

Name of Club:

President's Name:

Contact Number:

Contact Email:

- 1) Did you have a club office in the previous UTM year (September 2017 to April 2018)? *(highlight one)*
 1. Yes
 2. No
 - b. If **yes**, did you share your office with another club?
 1. Yes
 2. No
 - c. If **Yes**, Which club did you share it with?

2) Why do you want a club office?

3) Are you willing to share with another club?

1.

2.

b. If yes, do you have a preference and if so, which club?

1. _____

4) How many members does your club have this year?

5) If granted an office and members or executives within your club abuse this privilege (by not attending office hours, vandalism, alcohol use, etc.) how would you respond to this?