

Guideline of Space Assignment for Student Organizations

2023.10.15

This guideline outlines how student organizations may request space from the School of Mechanical Engineering. The goal is to ensure the School provides support to student activities while managing the very limited space available for student organizations equitably and efficiently. It also guides the renewal of space previously assigned to the same student organization.

Eligibility to Request Space

Only student organizations with an ME Faculty/Staff advisor may request space through this process. The student organization's mission must align with the mission of the School and focus on providing experiential learning opportunities to mostly ME students. Student organizations, who have advisors offering experiential learning opportunities for ME students for credit will have preference in space assignments.

Request Submission

A student organization that requests space should complete the space request form (attached) and submit it to the Assistant Head for Facilities and Operations. This form should be completed by the president of the student organization and signed by the ME faculty/staff advisor.

All elements of the request form must be completed. This includes disclosure of additional space on campus for which this organization has been assigned and any other pending requests for space.

All requests should be submitted annually between April 15 and May 15 to be considered for space use in the next calendar year. Requests submitted outside this time frame may be submitted and will be considered if space is available. Organizations should plan to submit space requests during the normal request window whenever possible.

Request Review & Evaluation

All submitted requests will be reviewed by the ME Student Space Committee designated by the Assistant Head for Facilities and Operations, based on the following criteria:

- Does the advisor offer experiential learning opportunities associated with the scope of the student organization with for-credit ME courses?
- What is the participation of ME students in this organization? This is reviewed based on the raw numbers of students as well as the ratio of ME to non-ME students. For a renewal request, a roster of the previous year will be examined.
- What is the purpose of the space to be requested?

- What is the size of the requested space?
- What, if any, additional space has been assigned to the group or requested by the same group on campus?

The ME Student Space Committee will provide recommendations to the Assistant Head for Facilities and Operations for each request. These recommendations will include (a) if the request should be approved, (b) the location/size of the space assigned to the requester, and (c) additional conditions that the requester must abide by for using the assigned space. The decision will be made by the Assistant Head for Facilities and Operations and will be delivered to the president and faculty/staff advisor by email.

Check-in Process

A student organization with an approved request will follow the following space check-in procedure:

- Space is assigned for a term of 1 academic year.
- New space assignments will begin on August 15.
- The president and faculty advisor will sign a user agreement prior to being given access to the space.
 - User agreements will be completed each year for all spaces, including space renewals.
- The president and faculty advisor will be provided instructions about how to gain access to the assigned space.
- Student Organizations will be expected to integrate into the School Safety Program. The Faculty Advisor will ensure:
 - Members of the student organization create and complete all required documentation and safety training.
 - Documentation includes the signature of the Faculty Advisor where required.
 - The student organization will designate a Safety Representative to the School to serve as a point of contact for the assigned space.
 - The student organization will abide by all University regulations regarding safety, Building code, Fire Code, and OSHA standards. Violations will be corrected promptly and repeat violations may result in the removal of space assignment to the student organization.
- Student organization are expected to be good stewards of the space assigned and to return the space to the School in the same condition as they received it.
- Student organization are expected to be good neighbors to other users of the building.

Check-out Procedure

All student organizations with assigned space must follow the check-out procedure at the end of the calendar year.

- Student organizations assigned space are expected to provide an end-of-year summary to the Assistant Head for Facilities and Operations, which includes:
 - How many ME and non-ME students benefitted from the space assignment?
 - What were the achievements of the student organization that were facilitated by having physical space?
 - What were the challenges faced by the student organization in utilizing the space assigned to achieve said goals?
- Student organizations wishing to renew space assignments must complete and submit updated applications each year.
- Student organizations who are vacating the space must clean the space returning it to the condition it was originally assigned. The student organization must completely vacate the space, taking all items with them. Student organizations may not leave items behind or expect the School to clean the room on their behalf. Failure to do so will result in removal of the right to apply for space in the future.
- Student organizations who do NOT submit space renewal applications must vacate the space by May 15.
- Student organizations who submit renewal applications may continue using the space pending the outcome of the renewal request.
 - If the renewal request is denied or changes, the student organization must vacate any unassigned spaces by August 1.

Student Organization Space Request Form

Note on eligibility: This form is to be used to request space within the School of Mechanical Engineering for a student organization. Student organizations must have an ME faculty or staff member as the faculty/staff advisor and must be within the mission of the school.

Student Organization Name (and website if there is any):

Student Organization Faculty Advisor:

_____ Email: _____

Student Organization President:

_____ Email: _____

Student Organization Demographics:

Number of ME Students: _____ Total Number of Students: _____

Is there a ME class associated with the student organizations? Yes / No

Class number: _____ Number of students enrolled: _____

Size of the space requested (in sqft): _____

Location where space is being requested (if known, e.g., ME Building, Klondike Facility, Herrick Labs, Zucrow Labs, MMRL, etc.):

Any special requirements for the space (e.g., wide doors, special electrical power, etc.):

List any other space this student organization has been assigned or has requested. Include any spaces formally assigned to the group, rented and/or leased space, any shared space the group is eligible to use, and any space assigned to another group but shared with this group. Also, include any information on space requests made to other entities:

Additional Information:

Will you be using/charging Lithium Batteries in this space? Yes / No

Will you be using chemicals in this space? Yes / No

Chemicals include items such as alcohol cleaners, brake cleaners, oil, glue, solvents, etc. Please list all chemical that apply:

Will you be using 3D printers in this space? Yes / No

Will you be welding in this space? Yes / No

Will you be doing anything that requires respiratory protection in this space? Yes / No

Respiratory protection may be required when working with composites, sanding or grinding fiberglass and carbon fiber, etc. Please list all processes that apply:

What else does the student organization intend to do in the requested space?

President Signature

Date

Faculty Advisor Signature

Date

The signed request should be submitted to the Assistant Head for Facilities and Operations (Prof. Jun Chen) by email (chen220@purdue.edu) before the annual submission deadline.