**Boardroom Application form**

This is the application form for a boardroom at Tilburg University for student organisations. The board of TiGeAk will review and discuss your application and decide whether or not your organisation can get a boardroom during this year's division. Please note that only officially recognised student organisations can apply for a boardroom, recognition should be approved by the Commission for Board Grants and Stimulation Fund (CBS). Answer these questions truthfully. Please be concise in your answers and use the dedicated fields for further remarks.

|  |  |
| --- | --- |
| Name association |  |
| Name chairman |  |
| E-mail address |  |
| Phone number(s) |  |
| Legal organisation form | Foundation / Association / Private Limited Company |
| KvK number (Chamber of Commerce) |  |
| Is the organisation a member of TiGeAk?  *(If yes, please indicate cluster as well.)* |  |

What is the goal of your association?

How many members does your association have? If you have no members please write “We have no members.” Use your most recent count and indicate the date that this count was recorded.



Does your organisation have active members? If yes, please define what an active member is for your organisation.



How many active members does your association have? If you have no active members please write “We have no active members.” Use your most recent count and indicate the date that this count was recorded.



Is your board a fulltime or parttime board?

* Fulltime
* Parttime

How many board members does the board consist of?



Would you describe your board culture to be informal or formal? Please give an explanation as well. 

Which other organisations would you like to share a floor with? If you have no preference please write “We have no preference.”



How many rooms do you currently have from the division in 2021-2022? Also count rooms shared with other associations.



Are there any further remarks?



Are you requesting a room to use for board office space? *If your answer is no please skip the rest of this sheet.*

How many hours will your board be present in the room?



Which days will you be present in the room?



What are the normal office opening hours of your association?



Is there any seasonality in your working hours?  *E.g. if you are organising an event you might have more working hours when the date of your event is approaching.*

Can you please motivate the necessity of an office for your board?



If you are already using a boardroom from the division 2021-2022, please indicate if you have been using the space more often, the same or less and why. *E.g. your opening hours could have extended.*



Are there any other remarks?

Are you requesting a room to use as a space to conduct meetings privately? These rooms include spaces for committees outside of your own board to have meetings. *If your answer is no please skip the rest of this sheet.*

How many hours of meetings does your board have that require a separate space? 

How many committees does your association have?

Please note down your committee names and indicate for each how often they meet.



*Sanne toevoegen:*

Can you please motivate the necessity of a separate meeting space for your organisation. 

If you are already using a meeting room from the division in 2021-2022, please indicate if you have been using the space more often, the same or less and why. *E.g. your number of committees could have increased.*



Are there any other remarks?



Are you requesting a room to use as a space for members to socialise? *If your answer is no please skip the rest of this sheet.*

Would you be able to share a socialising space with another association? Please indicate which other association.



What will be available for members visiting the room? *E.g. A gaming console, candy store, shop.*



Would you prefer to have the socialising space combined with a board office space or have the spaces separated? 

Can you please motivate the necessity of a socialising space for your organisation.



If you are already using a socialising space from the division in 2021-2022, please describe the average amount of members present each day.



Are there any other remarks?

Are you requesting storage space? *If your answer is no please skip the rest of this sheet.*

How much storage space do you need? *Please note that TiGeAk does not assign large storage units on campus, only office space to be converted into storage units.*

Can you please motivate the necessity of storage space for your organisation.



If you are already using storage space from the division in 2021-2022, please indicate if you need more, less or the same amount of space.



Are there any other remarks?

