

Dear Principle Members,

I hope that all of you are staying safe during the tumultuous state the world is currently in. Due to the unprecedented times caused by COVID-19 there have been many changes made to the space allocation process in order to best accommodate student needs. The list of these changes are as follows:

1. Student orgs are **NOT** required to move out by Spring 2020.
 - a. Allowing move outs at this time would be going against the mandated county health policies regarding social distancing.
2. All current space assignments will be extended to the **END** of the upcoming 2020-2021 school year.
 - a. Student orgs that currently have space and would like to move out when the option becomes available can reach out to ucabvicechair@ucsd.edu
 - b. New space allocations to student orgs will be made at the **end of fall quarter** (if space permits) on a first come first serve basis.
 - i. An application will be posted on the University Centers website and sent out to all principle members when we are ready for new space allocations
3. Keys must be kept ahold of and returned to University Centers when moving out.
 - a. If current keyholders are terming out of their position, it is their responsibility to ensure that keys are transferred to the incoming principle members.
 - i. If current keyholders are terming out they must email ucabvicechair@ucsd.edu with the new keyholders name
 - b. Lost keys will be subject to a penalty.

As always, we here at University Centers keep student health and wellbeing as our first priority. These policies have been put in place to ensure the safety of all. If you have any questions about these policies or the space allocation process as a whole, please email: ucabvicechair@ucsd.edu

Best,

Aditya Arora (*he/him*)

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