**Wesleyan University**

**Susan B. and William K. Wasch Center for Retired Faculty**

**Office Occupancy Application**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Application:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed Start Date of Occupancy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Intended Use of Space**

Office space in the Wasch Center is meant to support the ongoing professional lives of retired Wesleyan faculty members in their scholarship, their teaching, and their community involvement. *Please provide with this application a one-page statement describing how you might utilize the awarded space for these purposes.*

By signing above, I acknowledge the following terms of occupancy.

1. Offices in the Wasch Center are assigned for a period of two years to faculty who have committed to participate in the activities of the Center.
2. Term extensions beyond two years are not pro forma, but such requests may be made to the Advisory Board in the last semester of the occupant’s term. While requests for more than two such extensions are not prohibited, more than two extensions will be considered exceptional.
3. The Wash Center will provide the office holder with the following during his or her term:
* Telephone with voice mail (toll calls are the responsibility of the officeholder)
* Access to a networked printer, fax machine, and copier
* Internet access

Please fill this form out and send to:
Wasch Center
51 Lawn Avenue

Middletown, CT 06459