

# Space Request Form

Complete the form and attach any additional information as necessary. Before submitting any request for space, individuals should ensure their Supervisor/Department Head(s)/Vice President agree with the request.

Review of your application will occur after an inventory, including purpose, and/or occupancy of all space currently being used by your department is complete and/or updated and provided to Facilities and Campus Services. Any rooms that will be vacated to accommodate this request will become part of the inventory of available space and secured by Facilities and Campus Services until it is reoccupied.

If you have any questions, require assistance, or need clarification, please contact Facilities and Campus Services.

## Request Details:

Date:

Name:

Email Address:

Phone Number:

Department/Program:

Room/Building:

## Space Request Details:

Duration of space need

Permanent

Temporary

Enter months/time needed

Date Needed

Building & Location

Purpose:

Space Type (office, lab, work room, other)

New Hire

Program Expansion

Grant or other funding

Other (describe)

Space Need Description

Planned Occupants

Name	Position	FT/PT	Title	Hrs/wk using space
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Equipment/Furniture Needed for Proposed Space

Special Requirements

AV	Computer/Data
ADA Requirement	Gas
Water	Other (describe)
Special HVAC	
Special Electric(describe)	

## Justification for Space Need

In what way is your current space inadequate for the identified need?

Have temporary arrangements been made to use any of your existing space for the required purpose? If so, please explain.

How does your request fit with the role and mission of the college, unit, department?

What are the benefits (financial, programmatic, etc.) that will occur as a result of having your request granted?

If this request is denied, what will be the consequences?

Do you anticipate that renovation of the space is required for the proposed use? If so, please explain.

Do you have a gift or grant to fund the moving and/or renovation costs of the requested space?

If there are other considerations, please describe.

# Approvals

Requestor:	Requestor Signature	Printed Name	Date
Department Head(s):	Department Head Signature	Printed Name	Date
Vice President:	Vice President Signature	Printed Name	Date