

Space Allocation & Assignment Request Form

The purpose of this form is to establish a process by which a department can formally request space to be allocated and assigned adhering to the Space Allocations and Assignment Policy 7210 established by the University Space Planning and Management Committee and approved on September 13, 2003.

Section I	Requestor Information: <i>Name:</i> _____ <i>Title:</i> _____ <i>Department:</i> _____ <i>Building:</i> _____ <i>Extension:</i> _____ <i>Facsimile:</i> _____
Section II	Reason For Space Request: (Describe the Department's need for the space.) _____ _____
Section III	Request Justification: (Include intended use of the space, # of occupants, and general location desired, if known) _____ _____
Section IV	Special Requirements: (i.e. wiring, lighting, structural changes etc.) _____ _____
Section V	Off-Campus or Leased Space Justification and Estimated Cost: _____ _____
Section VI	Date Space is Needed and Duration of Assignment: _____ _____

 Requestor's Signature

 Date

 Dean's Signature (If Applicable)

 Date

 Vice President's Signature

 Date

 Real Property Manager's Signature

 Date

FOR OFFICE USE ONLY Space Planning and Management Committee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
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