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.

	Requestor Information:			
_	_ Name: Title:			
Section				
Sec	Department: Building:			
		Extension: Fac	esimile:	
	Reason For Space Request: (Describe the D			
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Section II				
Se				
	Request Justification: (Include intended use of the space, # of occupants, and general location desired, if known)			
Section III				
Sect				
≥	Special Requirements: (i.e. wiring, lighting, structural changes etc.)			
Section IV				
Sec				
>	Off-Campus or Leased Space Justification and Estimated Cost:			
Section V				
Se				
5	Date Space is Needed and Duration of Assignment:			
Section VI				
Sec				
	I			
		Requestor's Signature	 Date	<u> </u>
		requester a dignature	Dak	,
		Dean's Signature (If Applica	able) — Date	 e
		3 (11	,	
		Vice President's Signature	Date	e
		Real Property Manager's S	ignature Date	e
FOR OFFICE USE ONLY				
Space Planning and Management Committee ☐ Approved				
	Disapproved			