Space Request Form

Date: __________________________       Last Updated: 02/28/2022

I. USER GROUP INFORMATION

College or Entity: ______________________________ Department: _________________________________
Requestor’s Contact Name: ______________________ Office Number: _______________________________
Email: _______________________________________ Cell Number: _________________________________

II. DESCRIPTION OF DEPARTMENT

Number of full-time employees: __________________ Number of part-time employees: ________________
Number of student workers: _____________________
Academic Units Only:
Number of full-time faculty: _____________________ Number of part-time faculty: ________________
Number of adjunct faculty: ______________________ Number of graduate students: ________________
Number of post-docs: __________________________

III. TYPE OF REQUEST

Type of space needed (faculty office, grad office, staff office, research lab, seminar room, classroom, lounge, etc.)
________________________________________________________________________________________
Request to re-designate current space, i.e., change a classroom to offices (Yes or No): _____________________

IV. REQUEST FOR SPACE

Justification for request (include additional page as necessary): _______________________________________
________________________________________________________________________________________
Desired Date: _________________________________

V. BUDGET

Funding Available (Yes or No): ____________________ Requesting donor funds (Yes or No): ______________

VI. REQUIRED SIGNATURES

Business Officer’s Name: ________________________________ Date: ____________________________
Business Officer’s Signature: ____________________________ Date: ____________________________
Dean/VP/AVP Name: ________________________________ Date: ____________________________
Dean/VP/AVP Signature: ____________________________ Date: ____________________________

If any construction work needs to occur in conjunction with this Space Request (i.e., walls, doors, windows, or structures are removed or added, etc.) a Project Request Form shall also be submitted.