

## ***Request for Space Assignment***

*After completing this form, please fax (x1580) or mail to Facilities & Space Planning (MS1280).*

*Requesting Department* \_\_\_\_\_ *Date of Request* \_\_\_\_\_

*Contact Person* \_\_\_\_\_ *Phone* \_\_\_\_\_ *E-Mail* \_\_\_\_\_

**1. What type of space are you requesting?**

*Type (classroom, office, wet/dry lab, etc.)* \_\_\_\_\_

*Square Feet:* \_\_\_\_\_ *Special Requirements (e.g. add'l outlets, ventilation, hazardous materials involved):*

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**2. What's your preferred location for the space? If you don't have a building in mind, list an area of campus.**

*Building* \_\_\_\_\_ *Floor* \_\_\_\_\_ *Room #* \_\_\_\_\_

*What is this space currently being used for? (Please note if it's a multipurpose classroom.)*

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**3. Will the requested space require remodeling or improvements? YES \_\_\_ NO \_\_\_**

*If YES, include source of funding:* \_\_\_\_\_

**4. Will any currently used space be made available for other uses? YES \_\_\_ NO \_\_\_**

*If YES, building name:* \_\_\_\_\_ *Room number(s):* \_\_\_\_\_

**5. When will you need the space?** \_\_\_\_\_

**6. Please explain why you need this space. Attach extra sheets if necessary.**

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*Signature and date: Requester*

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Signature and date: Dean or Director*

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Signature and date: Vice President*

\_\_\_\_\_  
*Print Name*