

**REQUEST FOR NEW SPACE  
AND/OR MOVES**

**POLICY:** All requests for new space, moves or a change in how space is allocated must be forwarded through the requesting offices chain of command and respective Vice President to the SR. VP of Business Affairs for analysis and approval.

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**Contact Information:**

**Requesting Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Description of Space Needed:**

1. Type, number and capacity of spaces needed:

Classroom	Capacity	Laboratory	Capacity	Office	Capacity
Conference Room	_____	Storage	_____	Study	_____
Assembly/Auditorium	_____	Other	_____		
	_____		_____		

2. Space will be used by:

Faculty  Staff  Research Scientist   
Student  Other

3. Will there need to be any remodeling or enhancements to accommodate your proposed use?

Yes  No

4. Briefly describe how the space will be used or why new additional space is needed (you may attach drawings/floor plans/designs).

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5. What are the negative consequences if this request is not favorably considered?

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6. Briefly describe any special requests for this space including the need for proximity to other facilities (Include as a minimum: telephone, IT and electrical needs).

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7. List your equipment needs for this room:

None needed – will move existing furniture and equipment.

Need the following items?

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8. Date needed: \_\_\_\_\_

9. What are your estimated costs to complete this request? (Including as a minimum repairs, renovation, equipment and the move itself).

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10. What is the source(s) of your estimate? \_\_\_\_\_

11. What is the account to be used to fund this project? \_\_\_\_\_

12. What are the total monies available for this request? \$ \_\_\_\_\_

**Request Authorization Signature –**

Requesting Person \_\_\_\_\_ Date: \_\_\_\_\_

Department Head \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director/Vice President \_\_\_\_\_ Date: \_\_\_\_\_

Director, Space Management \_\_\_\_\_ Date: \_\_\_\_\_

Sr. Vice President for  
Business Affairs \_\_\_\_\_ Date: \_\_\_\_\_