

**CRITERIA FOR REVIEW OF SPACE REQUESTS**  
**ACSM, 2004**

1. Centrality to Mission/Support of Programming
  - Instruction (including libraries)
  - Research
  - Admissions/Recruitment
  - Student Services
  - Support Services (including technology)
  - Public Service/Outreach
  - Revenue Producing
  - Development
  - Athletics
  
2. Required Proximity to Other Related Units
  - Interface with existing programs (co-location)
    - including stand-alone and/or adjacencies
  - Shared Infrastructure
  - Shared Support Services
  - Consolidation opportunities
  - Travel time issues
  
3. User Profile
  - Students (including prospective, school and standing)
  - Faculty
  - Staff
  - Alumni
  - Esteemed Guests/Donors
  - Commonwealth (external to institution)
  - Local Community
  - Conference Attendees
  
4. Unique Use Requirements
  - Discipline specific equipment
  - Discipline specific infrastructure (including IT)
  - Security/Safety
  - Accessibility (including public)
  - Parking
  - Deal Breakers
  
5. Cost
  - Fund source (continuing, one-time, grant, etc.)
  - Fund availability (schedule)
  - Funds to support preparation of space (renovation, etc.)

6. Pattern of Use
  - Frequency of use (night, day, weekend, periodic)
  - Duration of program
7. Impact of Request
  - Non-related programs (that may be adjacent)
  - Public Image
  - Equitability
8. Campus Master Plan
  - Master site plan
  - Architectural guidelines
  - DRB
9. Multiple uses

Approved by ACSM, August 31, 2004