

REQUEST FOR SPACE

Department/Program: _____

Users: _____

Space Function* : _____

Space Use** : _____

Usage Pattern (nights, weekends, etc): _____

Special Attributes: _____

Shared Support/Infrastructure: _____

Approx Size in GSF: _____

Beginning Date: _____

Duration: _____

Grant Affiliation: _____

Fund Source for Program/Grant: _____

Submitted by: _____ Date: _____

* Instruction, Research, Academic Support (Library, IT), Student Services, Administrative Support, Auxiliary.

** Classroom, Classlab, Research Lab, Office, Confer Room, etc.



REQUEST FOR SPACE

Justification for Space Request: Please provide a succinct summary of why the space is needed and consequences if space is not provided

Technical, Renovation or Retrofit Requirements: Please provide any changes needed to be made and relevant funding

Relevant Factors form Assessment Guidelines: Please provide relevant values from the Assessment Guidelines list. (Can be found at end of document)

Department Chair: _____ Date: _____

Dean Or Vice President: _____ Date: _____



REQUEST FOR SPACE

ASSESSMENT GUIDELINES FOR SPACE REQUESTS UPDATED DECEMBER 8, 2014

1. Centrality to Mission/Support of Programming
 - Instruction
 - Research
 - Academic Support (including Libraries and IT)
 - Admissions/Recruitment
 - Student Services (including Living, Dining)
 - Administrative Support (including Development)
 - Public Service/Outreach
 - Revenue Producing (auxiliary)
 - Athletics

2. Curricular Requirement

3. 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

4. User Profile
 - Students (including prospective, school and standing)
 - Faculty
 - Staff
 - Alumni
 - Esteemed Guests/Donors
 - Commonwealth (external to institution)
 - Local Community
 - Conference Attendees

5. Unique Use Requirements
 - Discipline specific equipment
 - Discipline specific infrastructure (including IT)
 - Security/Safety
 - Accessibility (including public)
 - Parking
 - Deal Breakers



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6. Cost
 - Fund source (continuing, one-time, grant, etc.)
 - Fund availability (schedule)
 - Funds to support preparation of space (renovation, etc.)
7. Grant Affiliation
 - New or existing Grant
 - Duration of Grant
 - Grant funds to support use
8. Pattern of Use
 - Frequency of use (night, day, weekend, periodic)
 - Duration of program
9. Impact of Request
 - Non-related programs (that may be adjacent)
 - Public Image
 - Equitability
10. Campus Master Plan
 - Master site plan
 - Architectural guidelines
 - DRB
11. Multiple uses
 - Interdisciplinary requirements
 - Interdisciplinary opportunities