





# REQUEST FOR SPACE

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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)

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Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Or Vice President: \_\_\_\_\_ Date: \_\_\_\_\_





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## 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