# 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

Thank you for your space request and the respective information. It has helped the committee and advisory board come to an informed decision. Based upon discussion and circumstances your request has been

☐ Approved
☐ Approved with modifications
☐ Denied

Date: _____

Provost or Delegated Signatory

| Building | Floor | Space | Size (ft²) | Dept. | Beginning Date | Duration |
|----------|-------|-------|------------|-------|----------------|----------|
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# 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

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