

The Learning Spaces Executive Committee oversees the assignment and utilization of all learning spaces on campus. The purpose of this form is to provide information for the evaluation of space requests.

REQUESTER CONTACT INFORMATION

Name:	Department:
Email:	Phone:

OCCUPANT INFORMATION

Building:	Room(s):
Space is currently occupied by:	

CHANGE OF SPACE REQUEST

Space will be used for (<i>mark all that apply</i>): <input type="checkbox"/> Instruction <input type="checkbox"/> Research/Grant <input type="checkbox"/> Administration <input type="checkbox"/> Storage <input type="checkbox"/> Public <input type="checkbox"/> Auxiliary <input type="checkbox"/> Service <input type="checkbox"/> Support <input type="checkbox"/> Other: _____
Duration of Use: <input type="checkbox"/> Temporary (less than two years) <input type="checkbox"/> Permanent (more than two years)
Briefly describe why this space is needed. You may attach additional text if space provided is not sufficient.
How often will the space be used?
Address the implications to your program/service if your request space is not approved.
What attempts have been made to locate space within your current space allocation?
Describe how this request will be funded.
Do you anticipate the number of people in your unit increasing within the next two years? <input type="checkbox"/> No <input type="checkbox"/> Yes – indicate reasons for anticipated growth and whether funding has been identified for those positions: _____
If this space request is approved, will existing space be vacated? <input type="checkbox"/> No <input type="checkbox"/> Yes – indicate building and room number(s) that will be vacated: _____

SIGNATURES/APPROVALS

Requester Signature:	Date
Printed Name of Department/Unit Head: Department/Unit Head Signature:	Date
Printed Name of Dean/Vice President: Dean/VP Signature:	Date
Comments from Learning Spaces Executive Committee:	
Learning Spaces Executive Committee Chair Signature:	Date
Provost Signature:	Date

► Note: Once this form is approved, requester is responsible for initiating the Facilities Management Space Move Form.