

## Space Request Form

*This form is to be completed by the person who is requesting the space, and the form must be approved by the Administrator (i.e., Associate Deans, Discipline Chairs, Chief Operating Officer).*

### Section I: Requestor Information

Name (Please provide full name): \_\_\_\_\_

Unit: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Section II: Space Request Details

Type of Space: \_\_\_\_\_  
(i.e., office, wet/dry laboratory)

Space Currently Occupied: \_\_\_\_\_

New Space: \_\_\_\_\_

Justification for Use of Space:

Signature of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

### Approval by the Administrator

Signature of Associate Dean/Discipline Chairs/Chief Operating Officer: \_\_\_\_\_

Date: \_\_\_\_\_