**Space Reallocation Request Form**

Use this form if space not currently assigned to a unit (department or lab) or a PI is needed for a university related activity or function. This includes space within buildings and campus grounds. See University Space Policy for further information.

Name of Requestor:

Requestor’s Department/Lab/Center:

Name of requestor’s supervisor:

1. List building and room number(s) to be considered for reallocation. If the location has not been determined, list approx. square footage needed.
2. Please indicate by an ‘X’ how the reallocated space will be used:

Research\_\_\_\_\_\_ Teaching\_\_\_\_\_\_\_\_ Meetings\_\_\_\_\_\_\_\_\_\_\_ Staff

Office\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Office\_\_\_\_\_\_\_\_ Instructional Lab\_\_\_\_\_\_\_\_\_\_\_\_

Mentoring/Recitation\_\_\_\_\_\_\_\_\_\_\_ Other (specify)\_\_\_\_\_\_\_\_\_\_

1. Justification of space need.
2. What efficiencies will allocation of this new space create? (i.e., will it free up other space, etc.)
3. Describe any significant infrastructure, utilities, or other features that are required for anticipated use. Research examples include fume hoods, optical tables, eye-wash station, HazMat cabinet, high-bay ceiling, chemical sinks, compressed air, and environmental controls.
4. Describe any requirements regarding the location of the space or its proximity to other space.
5. Indicate the anticipated duration of the space need.
6. List department(s), research labs/center(s), or other organizational unit(s), along with names of faculty and staff members, and number of undergraduate and graduate students involved in the intended new uses and maintenance of the space.

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| Name | Unit | Role |
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Please submit for to the VPR’s Office. For requests for reallocation of space managed by another unit, the USC will solicit a response from that unit to this request. Therefore, best practice is to work collaboratively with the other unit prior to submission. Once all needed information is available, the University Space Committee will make a determination within fifteen working days.