

## Coppin State University Request for Space

Policy: All requests for new space or a change in space must be forwarded to the University's Space Advisory Committee for the review and approval process. Please complete the form and print or save as a pdf file. E-mail to:

<b>CONTACT INFORMATION:</b>		
Requesting Department:	Date:	
Name:	Phone:	Email:
<b>DESCRIPTION OF SPACE NEED:</b>		
1. Space will be used for: <input type="radio"/> Instruction <input type="radio"/> Research <input type="radio"/> Administration <input type="radio"/> Storage <input type="radio"/> Computer Lab <input type="radio"/> Other _____		
2. Space will be used by: <input type="radio"/> Faculty <input type="radio"/> Administrator <input type="radio"/> Staff <input type="radio"/> Students <input type="radio"/> Other _____ Number of occupants: _____		
3. Have you identified a preferred space? <input type="radio"/> Yes <input type="radio"/> No		
4. If Yes, which building & room no.:		
5. Will you be vacating your current space? <input type="radio"/> Yes <input type="radio"/> No		
6. Will there need to be any remodeling or enhancements? <input type="radio"/> Yes <input type="radio"/> No If Yes, will you require <input type="radio"/> Information Technology Services <input type="radio"/> Electrical Services <input type="radio"/> Construction <input type="radio"/> Painting <input type="radio"/> Other _____		
7. Please briefly describe how the space will be used and why new/additional space is needed: <i>(Attached additional page if required)</i>		
8. How will the new space support the University's Goals and/or Department's Strategic Plan:		
9. Will this be a temporary placement? <input type="radio"/> Yes <input type="radio"/> No		
10. Do you have funding available to cover the cost related to this request? <input type="radio"/> Yes <input type="radio"/> No		
11. Date Needed:		
<b>AUTHORIZATION SIGNATURES:</b>		
Department Head:	<input type="radio"/> Approved <input type="radio"/> Disapproved	Date:
Dean/Director:	<input type="radio"/> Approved <input type="radio"/> Disapproved	Date:
Vice President:	<input type="radio"/> Approved <input type="radio"/> Disapproved	Date:

Planning, Construction, and Information Technology Review/Evaluation Comments:

Estimates \$: \_\_\_\_\_ Date: \_\_\_\_\_

Space Utilization Advisory Committee Recommendation: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Approve \_\_\_\_\_ Deny

Comments:

**Final Approval**

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