
REQUEST FOR SPACE OR OFF-CAMPUS RENTAL

Type of Space Required*	Date Required	No. of Rooms	Approx. Sq. Ft.	Location Preference (general area)

REQUEST FOR CHANGE OF USE OF SPACE

Building / Room No.	Current Type of Space *	Change Space to (Type)*

* Types of Space: General Purpose Classroom, Teaching Laboratory, Research Laboratory, Computer Lab, Library, Office - Administrative, Office-Faculty, Office-Graduate Assistant, Office-Clerical, Physical Plant, Student Services, Auditorium/Theatre, Recreation, Student Union or Organization, Housing, Athletics, Non-University.

REQUEST FOR INTERIOR RENOVATION, REMODELING, OR CONSTRUCTION

Building: _____ Room No.(s): _____

Desired Completion Date: _____ In-house Design Requested: ___ yes ___ no

Detailed description of renovation/remodeling/construction (attach additional sheet if necessary and sketch if applicable):

REQUEST FOR EXTERIOR RENOVATION, REMODELING, OR CONSTRUCTION

(Includes any signage and / or landscaping requests)

Building or Area of Work: _____

Desired Completion Date: _____ In-house Design Requested: ___ yes ___ no

Detailed description of renovation/remodeling/construction (attach additional sheet if necessary and sketch if applicable):

NAMING OF ROOM OR BUILDING

Room Number (if applicable): _____ Building Number / Name: _____

Proposed name: _____

Attach letter(s) of recommendation, justification, and short biography of individual(s) or company history. Additional information may be required to be submitted before consideration or action is taken on this item.