

Space / Lease Request Form

I. Requestor

Department _____

OUC _____

College/ Division _____

II. This request reflects a need for:

- Change in the use of existing space

Building: _____ Room No(s)/suite: _____

Current Use: _____ Proposed Use: _____

- Allocation of additional space

Location: _____ Proposed Use: _____

- Expenditure of funds? (Provide additional details under Section V.8)

Lease Costs/ Upfit Cost: _____

Source of Funds/ Account No: _____

III. Duration

Begin Date: _____ **End Date:** _____

IV. Type/ Quantity of Space Needed: Please provide information on the type(s) of space being requested and the number of people to be supported.

- Classroom(s) Number of student seats: _____

- Teaching Lab(s) Number of student seats: _____

- Research Lab(s) Number of workstations: _____

- Office: Submit organizational chart

Type of Position	Number of Rooms	Number of People
Director/Administrator	_____	_____
Faculty/Professional	_____	_____
Technical/Clerical	_____	_____
Graduate Assistant	_____	_____
Student Worker	_____	_____

- Office Service (copier, files, mail, server, break) Describe: _____

- Conference Room Number of seats at the table: _____

- Storage/ Warehouse Conditioned Unconditioned Square Footage: _____

- Other _____

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V. Request Details: Attach a detailed narrative that follows the format below.

1. **Description:** Provide a succinct description of your space request. What space being requested and why? Indicate whether this is being driven by a new program, a research grant, inadequate space to provide current program, and/or other reasons.
2. **Strategic Plan:** How does this request relate to the NC State Strategic Plan?
3. **Proximity:** Indicate other departments, organizations, programs, or functions which should be in proximity to the requested space and why.
4. **Location:** Indicate any location(s) you want considered in filling this space request.
5. **Options explored:** Describe all avenues explored to solve this space request within existing space. For example, has the department/ college considered maximizing underutilized space to solve this need? Has the department and college re-evaluated the space assigned to lower priority initiatives? What possibilities for shared space have been explored?
6. **Timing:** Describe any programmatic issues affecting the timing of your move such as the need to move during a class break, at the end of a semester, during summer months, coincident with another activity, etc.
7. **Parking/ Transportation:** Describe any special parking and transportation access needs.
8. **Funding:** Provide budget and funding details for any request that requires the expenditure of funds. Rental space requests must include: lease duration, square footage, annual costs, and financial account information.
9. **Other:** Provide any other information or special requirements for space (wiring, AC, telephone, computers, and other related equipment, etc.) that will support or better define this space request.

Submitted/ Endorsed by:		Department Contact Person:
Department/Unit Head	_____	_____
	(print name)	(print name)
(signature)	_____	(phone)
	(date)	(campus box)
Dean or Vice Chancellor	_____	_____
	(print name)	(email)
(signature)	_____	Unsigned or incomplete requests will not be considered.
	(date)	
Facility Coordinator	_____	
	(print name)	
(signature)	_____	
	(date)	

Submit via email to: Sumayya Jones-Humienny, sjoneshu@ncsu.edu

CC: Archie Luce, reluce@ncsu.edu

Questions related to space on campus: Contact Campus Planning & Strategic Investment - 919.515.8052

Questions related to space leased from a private property owner: Contact Real Estate - 919.515.3235