

**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.

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

**Submit to:** University Space Committee, c/o Campus Box 7519, Raleigh, NC 27695

**Questions related to space on campus:** Contact the Office of the University Architect 919.515.8052

**Questions related to leased space:** Contact University Real Estate & Development 919.513.7961