

Space Request Form

Department		This request reflects additional space needed for:
Space Requestor		___ New faculty position (___FT ___PT)
Phone Number		___ New staff position (___FT ___PT)
Email Address		___ New Research Grant Space (labs, offices)
Department Head		___ Meeting/Support Space
Request Date		___ Other (Note: _____)

REQUEST FOR NEW AND/OR ADDITIONAL SPACE (Please check-off items/add data as appropriate) :
 (Must have signature and approval from Dean/Sr. Officer and Department Head)

A. Space will be used for: ___ Instruction ___ Research/Grant ___ Offices/Meetings ___ Storage

B. Space will be used by: ___ Faculty ___ Staff ___ Students ___ Other (Specify) _____

C. What attempts have been made to locate space within your existing space allocation?

D. Will the new space ideally need to be contiguous with current space? ___ Yes ___ No

E. Are you aware of any possible space options that may be available? ___ Yes ___ No

F. Space will be needed : Beginning _____ and ending (if temporary) _____

For temporary space use, please explain: _____

Space Request Details (Please check-off items/add data as appropriate)		
Instructional Space		
How many rooms? _____	How many student seats per room? _____	_____ Teaching Lab? # Lab Stations _____
Office Space (List staff/faculty titles for requested space)		
<u>Title of Position</u>	<u>Number of Positions</u>	<u>Approved and Funded ?</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Office Service Space (Copier, Files, Mailboxes etc.)		
Please describe: _____ _____		
Conference Room		
Seating capacity _____	A/V Needs _____	
Storage Space		
_____ Conditioned Storage	_____ Unconditioned Storage	
Research Space		
_____ Research Lab	_____ Research Offices	_____ Other Research Space (note: _____)
Other		
Describe other space needed if not included above: _____ _____		

Department Approval Signature _____ **Date** _____
 Print Name _____

Dean/Senior Officer Approval Signature _____ **Date** _____
 Print Name _____

Please fill out, scan, and email to spacerequest@tulane.edu