

# Space/Project Request Form

## REQUEST SUMMARY

Request Date: _____	Information
Space / program title: _____	
Contact name: _____ Email: _____ Phone: _____	
Organizational unit: _____ (division/college approving request)	Funding
Funding source: _____ (org number, fund number)	
Is funding covered in-full by the unit's operating budget?    Yes    N/A    No: _____ (If no, provide alternate funding source. Central funding requests require additional approval from Budget and Financial Planning)	
Type of space: _____ (office, service, laboratory, parking, storage, etc.)	Overview
Square footage: _____ (may use the <a href="#">VT Square Footage Calculator</a> to estimate a total based on occupancy requirements)	
Desired occupancy date: _____	
Term of space need: _____ (six months, three years, etc.)	
Retain existing space?    Yes    No (If yes, provide rationale in description)	
Does the space require accessibility to persons who may be mobility impaired?    Yes    No	
For Clery Act reporting purposes, how frequently will this location be used by students? Never    Daily    Weekly    Monthly    1X Semester    1X Year	
Request description: Briefly describe the purpose of the request, note any unique requirements or desired adjacencies, and provide a listing of all occupants. Provide attachments if needed.	Description
<div style="border: 1px solid black; height: 150px; width: 100%;"></div>	
If applicable, fill out and attach a copy of the <a href="#">VT Square Footage Calculator</a> .	
List of attachments: _____	

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## ADMINISTRATIVE APPROVAL

By signing below, I approve the attached space request and funding source provided.

### *Signatures required for areas reporting to the Provost Office*

\_\_\_\_\_  
Academic Dean or Vice President

Printed Name

Date

\_\_\_\_\_  
Ken Smith  
Vice Provost, Academic Resource Management

Date

### *Signature required for areas reporting to the President*

\_\_\_\_\_  
Vice President

Printed Name

Date

### *Signature required for central funding requests*

\_\_\_\_\_  
Tim Hodge  
Assistant Vice President, Budget Financial Planning

Date