

Space requests can be complex to study and there is no guarantee that there will be Wayne State University space available to satisfy your specific request. Requestors should explore all possibilities to satisfying the space need within their School, College or Division prior to submitting a request for consideration by the University Space Committee.

Please e-mail the completed, *signed* form to Ashley Flintoff, Director of Planning & Space Management, at ashley.flintoff@wayne.edu. You will receive a reply notifying you of receipt of your request.

Request Date:

Requested by:

Phone:

E-mail

School/College/Division

Department

All space requests MUST be approved by a Vice President or Dean

Approved by:

Title:

Phone:

E-mail

Signature:

Date:

If yes, whom did you speak with and what was the outcome?

Is this request *Temporary* or *Permanent*?

Temporary

Permanent

Please explain, including amount of time space is requested if *temporary*.