

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:

Requests for space require a narrative describing *who* needs the space and *why* the space is needed. Supporting documentation may be included in the submission as necessary.

Please describe the program or group requesting space. Include number of people who will occupy the space and their purpose on campus.

Please describe the need for space. Narrative should include infrastructure required, any adjacency to other space or programs, square footage desired and if this program or group already exists elsewhere on campus.

Do you have spaces in mind? *Please provide buildings, floors and room numbers.*

Proposed Spaces

Are any of these spaces already occupied?	Yes
	No

If yes, by whom?

Has this been discussed with the current occupants?	Yes
	No

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*.