



LINCOLN UNIVERSITY
SPACE ASSIGNMENT REQUEST/CHANGE FORM

Instructions

- 1. Form must be submitted by the person responsible for the program for which space is requested and signed by the appropriate department head, dean, and vice president.
2. Forward the completed Space Request Form to Chair, Space Utilization Committee and provide a copy to the Office of the Provost.
3. Please attach a floor plan showing the current space and a floor plan of the proposed, remodeled, or new space if identified. Current floor plans can be obtained from Facilities.

The Space Utilization Committee meets as needed to act upon space requests that are related to academic space management. Meeting notifications are issued by the Chair of the Space Utilization Committee.

I. SECTION 1 - DESIGNATION OF REQUESTING DEPARTMENT/POINT OF CONTACT:

Department: _____

Point of Contact: _____

Phone Number: _____ Email: _____

II. REVIEWING/APPROVAL AUTHORITIES:

Department Chair _____ Date _____

Dean _____ Date _____

Vice President _____ Date _____

III. UNIVERSITY SPACE UTILIZATION COMMITTEE ACTION:

[] Approved as Requested: _____

[] Approved with Revisions (space allocated as indicated): _____

[] Request Denied for the following reasons: _____

[] Other comments: _____

Chair, University Space Utilization Committee

Date

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IV. What is the rationale for the request an/or justification for the move?

A large empty rectangular box provided for the user to enter their rationale and justification for the move request.