



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:

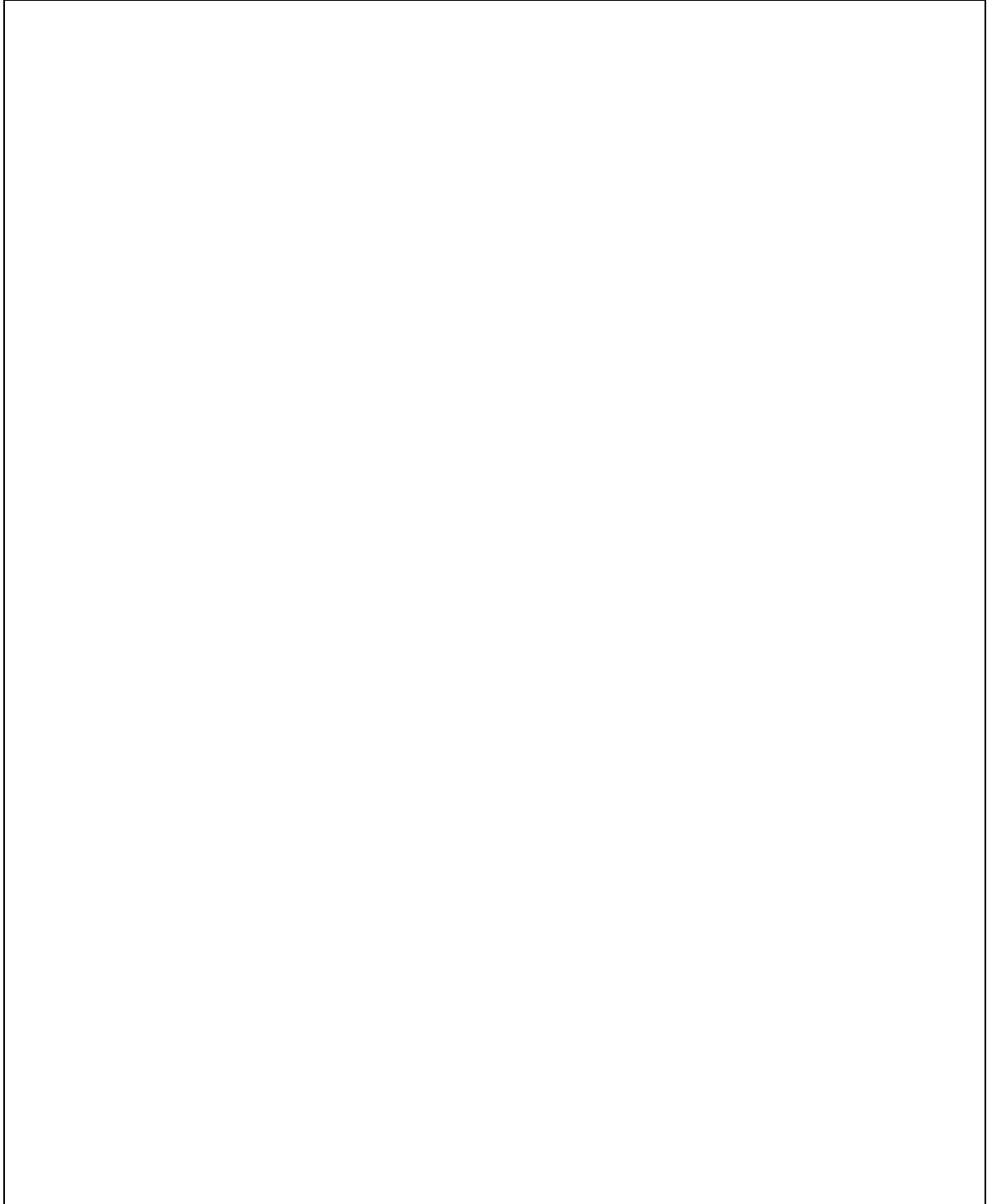
- Approved as Requested: _____
Approved with Revisions (space allocated as indicated): _____
Request Denied for the following reasons: _____
Other comments: _____

Chair, University Space Utilization Committee

Date

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IV. DESCRIPTION OF SPACE NEEDS:

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of their space needs. The box occupies the majority of the page below the section header.