



## Space Request

DATE \_\_\_\_\_

REQUESTOR \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

BUILDING \_\_\_\_\_

ROOM \_\_\_\_\_

Square Feet Required \_\_\_\_\_

Will the space require renovation? YES NO

If YES, will the department fund the renovation? YES NO

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Will the space be used for TTU full-time faculty/staff? YES NO

Will the space be used for NEW full-time TTU faculty/staff? YES NO

Will the space be used for other purposes? YES NO

If YES, describe the use:

Justification for the request:

REQUESTOR SIGNATURE \_\_\_\_\_

DEAN / V.P. SIGNATURE \_\_\_\_\_

SPACE COMMITTEE APPROVED DENIED Date \_\_\_\_\_

\*Full-time = 37.5 hours/week with benefits.