

# Space Allocation Request Form



**Space Allocation Guidelines:** All requests for room rearrangement or the allocation of indoor and outdoor space must adhere to the APSU Space Assignment Process, [https://www.apsu.edu/univ-design-and-construction/Visio-Space\\_Utilization.pdf](https://www.apsu.edu/univ-design-and-construction/Visio-Space_Utilization.pdf)

Return completed & approved form to [financeAdmin@apsu.edu](mailto:financeAdmin@apsu.edu)

## Part I: Requester Information

Name: _____	Department: _____	Date: _____
Phone: _____	Email: _____	

## Part II: Request Type

1. <b>Occupants:</b>	Faculty _____	Staff _____	Students _____	
2. <b>Basic Description of Space Usage</b> (examples below):	_____			
Instruction	Administration	Auxiliary Services	Athletics	Student Study
Research	Office Facilities	Storage	Residential/Living	Other

**Part III: Space Use Justification** List requested spaces along with in-depth explanation of intended use. List requirements of requested space such as location, access, equipment and adjacencies. Include vacated space due to request. Attachments are optional.

## Part IV: Required Approvals

1. Department Head: _____	Date: _____
Signature: _____	
2. Dean/Director: _____	Date: _____
Signature: _____	
3. Appropriate Vice President: _____	Date: _____
Signature: _____	