



SPACE REQUIREMENT COMMITMENT FORM

1. Space administered by the Department

Dates Space will be required: (from) _____ (to) _____
 Amount of space required _____
 Space requested (indicate specific room number, if known) _____
 Space to be renovated (indicate specific building, room number) _____
 APPROVED (by Department Chair): _____

2. Space administered by the School

Dated space will be required: (from) _____ (to) _____
 Amount of space required _____
 Space requested (indicate specific room number, if known) _____
 Space to be renovated (indicate specific building, room number) _____
 APPROVED (by School Dean): _____

3. Space administered by the University

Dates space will be require: (from) _____ (to) _____
 Amount of space required _____
 Space requested (indicate specific room number, if known) _____
 Space to be renovated (indicate specific building, room number) _____
 APPROVED (by Vice President for Academic Affairs) _____

4. Other space (e.g., rental) _____

Date space will be required: (from) _____ (to) _____
 Amount of space required _____
 Space to be renovated (indicate specific building, room number) _____
 APPROVED (by _____) _____

Please return this form with the Approval Form to the Office of Research and Sponsored Programs.