



School/College:	Unit:	Today's Date:
Contact Person:	Title:	Phone Number:
Campus Address		
Person Submitting Space Request:		Phone Number:

DESCRIBE OSU UNIT PROGRAM NEED

Describe the relationship of the space request to the current program needs and how these fit into the unit and University's Strategic Plan, the OSU Campus Master Plan, and OSU Space Allocation Model: (Attach additional information if necessary.)

Please describe the space needs for the program. (Be as specific as possible. Attach additional information if needed.)

Describe implications to your program if the space request is not approved:

DESCRIBE SPACE NEED (FOR NON-OSU ENTITIES SEE PAGE 2)

Location (building, room, etc.):	Number of square feet:	Intended Use:
Number of proposed occupants/funded FTE:	Current location of proposed occupants:	
Is space requested currently occupied? <input type="checkbox"/> Y <input type="checkbox"/> N	If "Yes" by Whom?	Are current occupants aware of your request? <input type="checkbox"/> Y <input type="checkbox"/> N
What attempts have been made to locate space for this purpose within in your college/department?		
Have you previously requested space for this purpose? <input type="checkbox"/> Y <input type="checkbox"/> N If "Yes," When?		
When would you need to occupy this space?		

DESCRIBE CONSTRUCTION NEEDS

Will remodeling be required? Y N If "Yes," please answer the following questions:

Are there cost estimates for the proposed remodel? (If so include project scope and estimates as an attachment.)

Are funds currently available to your unit to cover costs of remodeling the space requested?

If "Yes," identify source of funds:

If "No," are you requesting minor repair funds?

Briefly describe potential construction required:

State designated start date for construction: _____

How will unit relocation costs be funded?

Please provide additional documentation as to who will be responsible for the construction costs. If construction costs will be paid by a Lessee, then provide information as to how the costs will be amortized into a lease rate. Contact Business Services at 737-3201 if further clarification is needed.

REQUEST FOR LEASED SPACE - NON-OSU ENTITIES

This page must be completed by the responsible OSU unit who will be leasing space to a Non-OSU entity.

SPACE REQUEST DETAILS

Name of proposed Lessee:

Current location of proposed Lessee:

Proposed Lease Term: (min 1 year)

Location (building, room, etc.):

Number of square feet:

Proposed Lease Rate:

Is space to be leased currently assigned to requesting unit?

If no, to which unit is space currently assigned?

Is unit aware of the request for leased space?

To the best of your knowledge, do any OSU personnel have any relationship with the proposed Lessee?

EVALUATION DETAILS

Will the proposed Lessee's activities include research of any kind? If so, will this research include humans, animals or biosafety?

Is space currently available to fulfill the proposed use? Will the proposed use reduce space needed for OSU teaching and/or research activities?

Does proposed Lessee have sufficient financial resources to fulfill the terms of the Lease?

Does the space need to be remodeled to meet the needs of the proposed Lessee? *(If so, please ensure that the section DESCRIBE CONSTRUCTION NEEDS is completed on page 1.)*

Note: All parking at OSU requires a parking permit. Non-OSU entities will need to work with the Lessor to obtain permits from Transit and Parking Services.

DEPARTMENTAL APPROVAL

Signature of Requestor: _____ Title: _____ Date: _____

Name of Dean or Executive Officer: *(Please print)* _____ Title: _____

Signature of Dean or Executive Officer: _____ Date: _____

FACILITIES SERVICES APPROVAL

Request for Space is: Approved NOT Approved (letter attached) Conditional Approval (conditions attached)

Signature Facilities Services Director: _____ Date of Approval: _____

Printed name of Facilities Services Director: VINCENT MARTORELLO

INSTRUCTIONS FOR REQUESTING SPACE

Facilities Services is responsible for the implementation of the OSU Space Allocation Model. This includes evaluating requests for space and informing customers about the status of the request for space. All requests for space at Oregon State University must comply with all state and local governmental building codes as well as OSU's Space Allocation Model. The department is responsible for all modifications to the space acquisition for both hardware and software needs. The following information details the process for a request for space:

1. Submit a request for space form to Campus Planning in Facilities Services at 100 Oak Creek Building, Corvallis, OR 97330. After the form is received, Facilities Services will contact the requesting department to begin a strategic space audit.
2. If the request for space is approved the department will receive a Space Inventory Control Form (SIC) to complete for building and room information, occupant information and appropriate signatures. If the request for space is not approved, the department will be notified immediately.
3. If the space request is approved for a NON-OSU ENTITY, the Lessor will be required to contact Business Services to complete all necessary lease documentation.
4. When the department submits the space inventory control form (SIC) to Facilities Services the form will be processed and the department's space inventory updated. The Key Shop will be sent a copy of the form. Please contact the Key Shop at 737-2655 for specific key request policy.
5. Requests for future space or facilities must be submitted as a Capital Request through the Capital Construction Budget process. Contact Campus Planning at 737-0917 for more information.
6. Contact Telecommunications for telephone service for all newly acquired space(s).
7. Contact the Business Services Office to assist with any physical moves. They can be contacted by phone or e-mail, and are located at 644 SW 14th Street; on the corner of A and 13th streets, or call 13th 737-3102. Moving companies can also assist with physical moves, so contact the Procurement and Contracts Administration department for a vendor list.
8. Contact the Printing and Mailing Department for changes to mail delivery services and addressing information.
9. Contact Facilities Services, Campus Planning at 737-0917 with any questions about this form, or with any questions regarding the OSU Space Allocation Model.