



Westminster College

REQUEST FOR SPACE

Submit completed form to Westminster College Space Allocation Committee, Office of Business and Finance, 501 Westminster Ave.

Responsibility Center or Project _____

Department _____

Name of requester _____

Campus Address _____ Phone extension _____

Purpose of Request:

- _____ To enhance existing or accommodate new instructional programs.
- _____ To enhance existing or accommodate new research programs.
- _____ To enhance existing or accommodate new administrative services to academic programs.
- _____ To improve efficiency of existing or accommodate new administrative services, other than above.
- _____ To improve efficiency of existing or accommodate new student services.

Brief description of the request. Include information on the existing facilities, if any, which currently accommodate the activities, and why additional space is necessary. Will any space be released as a result of this request? Include the amount and type of space needed such as office, meeting rooms, etc. (Please attach all additional information.)

Preferred Location of space _____

Alternatives, if available _____

If renovations are needed, are departmental funds available? Yes _____ No _____

Other Source of Funds _____

AUTHORIZATION

We have reviewed the above request and confirm that it is consistent with the project, department, area, and College plans. In conjunction with this request, we have reviewed the space within our own jurisdiction and cannot identify appropriate, available space to meet the stated requirements.

Project/Department Director Signature _____ Date _____

Supervisor's Signature _____ Date _____

Cabinet Member Signature _____ Date _____