

CTAHR Space Usage Request Form

Department/Unit/Program: _____ Amount of Space Requested: _____
Name of Requester: _____ (in square feet)
Address: _____ Space will be used for (check all that
Phone: _____ Fax: _____ apply) Instruction
Email Address: _____ Research
 Extension

Brief description of how space will be used (Give specific requirements, e.g. need de-ionized H₂O, special utilities):

A. Kind of Space Requested (Check appropriate box below. See definition on back of form.)

- Individual Common Office Laboratory/Research
- Loaned (Period of Loan: Begins _____ Ends _____)
(mo./day/yr.) (mo./day/yr.)
- Flexible (Period of Usage: Begins _____ Ends _____)
(mo./day/yr.) (mo./day/yr.)
- Storage (Period of Storage: Begins _____ Ends _____)
(mo./day/yr.) (mo./day/yr.)
- Rental (Period of Rental: Begins _____ Ends _____)
(mo./day/yr.) (mo./day/yr.)

B. Needed for (Place number of individuals/position in box provided):

- Tenure Track Faculty Permanent Support Personnel
- Visiting Faculty Temporary Support Personnel (on soft money)
- Non-tenure track faculty (Post-docs/Jr. Researchers) Graduate Student
- Emeritus Faculty
- Lecturer
- Other (Describe: _____)

Request Status (Check one):

- Internal (CTAHR department/unit)
- External (Department/unit outside of CTAHR)

C. Special Considerations (Check all that apply)

- New Faculty
- Want close proximity to department/unit/program collaborators (Name of collaborator/s _____)
- Grant funded requiring more space for additional personnel.

Department/Unit Chair/Director Signature _____

Date _____

Reallocation of Department/Unit Space: Approved _____ Denied _____
Building and room # of assigned space _____

New space or Non-CTAHR Request: Approved _____ Denied _____

Associate Dean Signature _____ Date _____

Definitions:

1. Individual space: The space assigned to a faculty member to conduct his/her program.
2. Common space: Space used by more than one faculty member or unit. This could be office space, equipment rooms (common use equipment), conference rooms, and classrooms.
3. Loaned space: Loaning of space could be a viable temporary option for certain programs. This option would work best if the loaning unit had assurance that the space would be returned at a set time. (Current practice often results in “permanent temporary use”).
4. Flexible (rotating) space: Where possible, it is desirable to design flexible space that could serve several needs at the same time, including those of visiting faculty and graduate students. Here, occupants would change from time to time based on current needs.
5. Storage space: Space unsuitable for use as office or work areas will be designated for storage purposes.
6. Rental space: Space rented from CTAHR through funding from external agencies or sources.