

**University of Nevada, Reno
Request for Space Form**

Submit completed form to the Facilities Resource Committee, Office of the Provost, M/S 005

Department: _____

Name of Requester: _____

Campus Address: _____ **Extension** _____

Date Submitted: _____

Effective Date: _____

Purpose of Request

- To enhance existing or accommodate new instructional program
- 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
- To improve efficiency of existing or accommodate the need for additional office space

Provide a 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?

Preferred Location of Space _____

Alternatives, if available _____

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

Please list the amount of funds available. _____

Other sources of funds: _____

Endorsement of Dean/Director of College or Department _____

Impact Statement

Provide a brief description of the type of impact it would have on your college/department/research if this request is denied.

AUTHORIZATION

We have reviewed the above request:

Request approved: _____

Request denied: _____

Need additional information: _____

Facilities Resource Committee

Date