

**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:** \_\_\_\_\_

**Please specify any other special needs, such as parking, etc.**

**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.

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### AUTHORIZATION

**We have reviewed the above request:**

**Request approved:** \_\_\_\_\_

**Request denied:** \_\_\_\_\_

**Need additional information:**

\_\_\_\_\_  
**Facilities Resource Committee**

\_\_\_\_\_  
**Date**