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**All space requests must be approved your Dean or Vice President**

Once completed, the request form will be sent to the Space Planning Team ([space@louisville.edu](mailto:space@louisville.edu)). Acknowledgement of receipt will be given within two business days. If you do not receive a reply within two business days, please contact 502.852.6176.

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**Requestor Name:****Date:****Requestor Department:****E-mail:****Phone:****Dean/Vice President:****Request approved by Dean/Vice President  
(please provide documentation)**

Yes      No

Please send documentation to  
[space@louisville.edu](mailto:space@louisville.edu)**Is this an internal departmental space  
change?:**

Yes      No

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**Location for requested space. If space is not needed in a specific building, or room/ area leave fields blank.****Campus:****Building:****Room/Area:**

Request changes room function:

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**How long will the requested space be needed?:**

Permanent Allocation

Temporary Allocation

\*If requesting temporary assignment of  
space, please select the duration and enter  
**start/ end dates** the space will be needed

6 months - 1 year

1 year - 2 years

Not Applicable

Other (Fill below)

\*If requesting permanent assignment of space, please select only the **start** date the space is needed by

**Start Date:****End Date:**

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**Type of space requested (check all that apply):**

Office

Classroom

Research, wet lab

Research, dry lab

Other (Fill below)

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**Reason for space request:**

If needed send additional documentation to [space@louisville.edu](mailto:space@louisville.edu)

**List any needed special requirements:**

Access, adjacencies, etc.

**Proposed occupancy of area(s) needed:**

If multiple areas list occupancy for each.

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<b>Will renovations need to be made?</b>	Yes	No	Unknown
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**If Yes, what type of renovations will need to be made?**

**If Yes, how will funding for renovations be provided?**

**If Departmental funds will be used please include speed type.**

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**What steps has the department taken to consolidate and/or use existing space at the departmental and college levels?**

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**Below to be completed by Space Planning Team:**

**Space Request forms will be reviewed by the Space Planning Team and forwarded to the University's Space Committee for consideration. Please contact [space@louisville.edu](mailto:space@louisville.edu) for any questions.**

**Forwarded by:**

**Date:**

**Approved by:**

**Signature:**

**Date:**

**Comments:**