 FACILITIES USE REQUEST FORM

**Directions: Complete form and send to the Area Leader (or designee) for approval. Area Leader should then forward to the Facilities Planning Small Group, c/o Vice Chancellor for Business & Finance, CL 830.**

1. Facility Request Location:
2. Division Making Request:
3. Submitted by:
4. Rational for the Facility Request: (Attach a mini-floor plan that includes the requested space and additional pages if necessary.)

Will any remodeling be required if this request is approved? Yes No

1. If yes, indicate funding code to cover remodeling costs:
2. Funding code to cover the cost of any moving expenses:

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Division Head Signature Date Area Leader (or designee) Signature Date

This facility request is:  Approved  Not approved

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Signature, Chair, Facilities Planning Committee Date

**Form will be returned to the Division Head following the Committee review.**