



SPACE REQUEST FORM

At CU Denver, Space Management (SM) is dedicated to optimizing space to support collaboration and enhance the campus experience. The team provides space design expertise, manages the space request process, and maintains floor plan and space occupancy information.

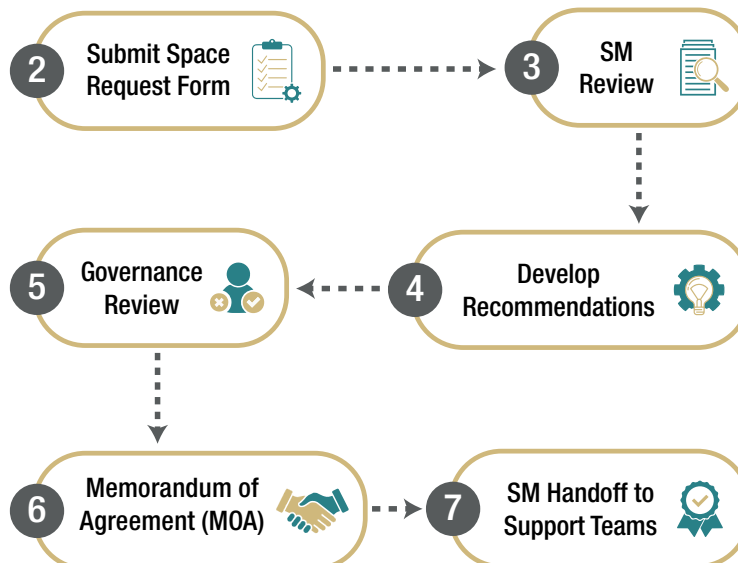
All CU Denver space is managed by the Office of the Chancellor. Space is not owned by the units that occupy it. It is assigned to the units for their use. Space may be re-assigned or re-distributed only as stipulated in the [Workplace Guidelines](#), which outline the space request and space assignment processes. While we aim to accommodate all requests, approval will depend on resource availability and how the request aligns with the workplace guidelines.

Once you have completed the tasks identified below as the first step in the process, fill out all sections of this form. The SM team will review your request and reach out if more information is required. For more information, visit the [Space Requests website](#) or email SpaceManagement@ucdenver.edu.

SPACE REQUEST PROCESS



**COMPLETE STEPS ABOVE BEFORE
SUBMITTING A SPACE REQUEST**



KEY INFORMATION

Request Date:

MM/DD/YY

Requester Info:

First Name

Last Name

Email

Phone

Department / Unit Name:

Others to include in communication:

First Name

Last Name

Email

Phone

First Name

Last Name

Email

Phone

Leadership Approver:

Dean:

For Schools & Colleges

Asst. / Assoc. Vice Chancellor:

For Administration, Finance, Academic, & Student Affairs Units

SPACE REQUEST DETAILS

Briefly describe the space needs you are trying to accommodate.

Why does the space currently allotted to your unit not accommodate your needs and what other options have you explored?

Have you identified space(s) on campus that will meet your needs? If so, please provide a summary of the space or spaces.

Please summarize your needs by space type and quantity

Example: 2 offices, 3 workstations, 1 reception, 1 kitchen, 2 conference rooms that can hold ## people.

What is/are the primary function(s) occurring in the space?

Example: academic, administration, research

What are general patterns and frequency of use do you anticipate?

Are there any time constraints related to this request that we need to be aware of?

Is this an auxiliary or externally funded (grants, research) operation?

Do you have funding for related expenses such as relocation, furniture, and equipment?

Are there any special considerations that we should be aware of such as special equipment, security concerns, heating and cooling, or electrical needs?

Any additional information?

SIGNATURES

All parties hereby agree with the content of this document, and also agree and understand that this electronic signature is equivalent to manual/handwritten signatures on the form.

Requester:

Date

Dean:

For Schools & Colleges

Date

Asst. / Assoc. Vice Chancellor:

For Administration, Finance, Academic, & Student Affairs Units

Date