

**SPACE UTILIZATION REQUEST**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Date space needed |  |
| Name: |  | Phone #: |  |
| Name of person space is needed for |  |
| Team the space is needed for: |  |

1) Describe space need: *(Box will expand as you type.)*

|  |
| --- |
|  |

2) Reason for Request (check all that apply)

[ ]  New employee: [ ] new position **OR** [ ]  employee is replacing current employee

|  |  |
| --- | --- |
| Position title: |  |

[ ]  Temporary employee:

|  |  |
| --- | --- |
| Position title: |  |

Other (please explain): *(Box will expand as you type.)*

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|  |

Amount, type and description of space (please attach rough drawing if necessary)

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|  |

**Supervisor of staff member submitting request (indicates their support):**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**Please submit completed request to** **Jon Johnston**

**======================================================================**

Facilities Use Only

|  |  |
| --- | --- |
|  | Request Approved |
|  | Space Designated as Follows |  |
|  | Facilities Help Desk Request submitted  |
|  | Communication to Team/Agency/Others? |  |
|  | Completed/Closed (date) |  |
|  | Notes: |