A picture containing text

Description automatically generated

**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.)*

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

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

**Please submit completed request to** [**Jon Johnston**](mailto:jon.johnston@lifewaysmi.org?subject=Space%20Use%20Request)

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

Facilities Use Only

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