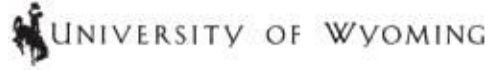


Change of Use Form



INSTRUCTIONS

It is the responsibility of each administrator with delegated responsibility for space management to request changes in assignment, classification and function, to the Space Allocation Office. The Space Allocation Office is available to provide an evaluation of space options and should be utilized for resolution of space requests. This form is intended to assist in meeting those responsibilities. Please complete the form and submit to the Space Management Office for review.

REQUESTOR INFORMATION

Name: _____ Date: _____
Department: _____ College/Division: _____
Email: _____ Phone: _____

CURRENT USE

Building: _____ Room Numbers: _____
Current Use:

PROPOSED USE

Duration of Space Need: <input type="checkbox"/> Temporary (less than 2 years) _____ month(s) <input type="checkbox"/> Permanent Date Needed By: _____	Purpose: <input type="checkbox"/> New Hire <input type="checkbox"/> Instruction <input type="checkbox"/> Research/Grant <input type="checkbox"/> Other: _____	Do you have a space in mind? Specific Building and Room Location: _____ Ideal Building: _____ Spaces to be vacated: _____
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TIMELINE

Duration of Space Need:
 Temporary (less than 2 years) Permanent
 _____ month(s) **Date Needed By:** _____

JUSTIFICATION OF NEED

Please attach additional explanations on another sheet if needed.

1. What is being requested and why? Indicate whether this is being driven by a new program, a research grant, inadequate space to provide current programming, and/or other reasons.

2. Is there any cost associated with this change of use? If so, what is the maximum amount available?

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Cost estimates from UW Operation RFE process attached: Yes No

SIGNATURES

The Dean of Academic College or Department Head for all non-Academics signature is required prior to sending to Space Management.

Upon completion of this form, all materials should be forwarded to the Space Manager for a due diligence review. A thorough analysis of the request and supplemental material will be reviewed with the requestor to discuss possible solutions. Final decisions will be made by the Space Allocation Committee.

Submit complete and signed Change in use forms to Chris Maki, Manager of Space Allocation, Bureau of Mines 221 or CMaki1@uwyo.edu.

Dean/Department Head	
Comments/ Exceptions:	
<i>This request has been reviewed and approved for submission by the Dean/Department Head.</i>	
Signature:	
Print Name:	Date: