

# Space Request Form

## SECTION I : DEAN'S /VICE CHANCELLOR'S OFFICE INFORMATION

Date Requested: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Dean/VC Office: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone/Extension: \_\_\_\_\_

## SECTION II: PROGRAM DESCRIPTION

Instructions: Provide a description of the department or program requesting space. Please include a general program or mission statement; faculty FTE, staff FTE, and staff headcount; program operations and staff functional responsibilities; and any other information that describes how the department or program uses space to support the campus mission.

*NOTE* – You may want to include information from your most recent academic or administrative plan.

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SECTION III: SPACE NEED EXPLANATION

A. What is the nature of the space request? Is this a request for new space, loan of space, or swap of space? How soon do you require the space?

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B. What is the funding plan for any costs associated with this request? Please provide the type of funds (gift, grant, departmental) and any applicable account information.

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C. What steps have you taken to meet your space needs within the Department or within the College, Division, School, or Vice Chancellor unit? How is the current space allocated to your department insufficient or inadequate for supporting the program?

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D. As part of this space request, do you have space that you intend to return to the campus pool? If yes, please explain the type of space being returned and the location.

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E. Clery Act Compliance Reporting (for off-campus leases only): How many students do you expect to visit the leased location for either educational or employment activities on an annual basis?

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F. Describe the space needed. Include requested program adjacencies (e.g., building locations), number and type of rooms, lab space requirements, etc. Also include the duration of time you intend to use the space. Attach extra pages as necessary.

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Dean/Vice Chancellor signature required for all requests.

Dean or Vice Chancellor (Print)

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Signature (Required)

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A signed form can be brought to:

Capital and Space Planning  
Office of the Vice Chancellor and Chief Financial Officer  
Finance, Operations and Administration  
Mrak Hall – Suite 376

OR scan and send a signed copy to:

[space-request@ucdavis.edu](mailto:space-request@ucdavis.edu)