



Norfolk State University
University Space Assignment Request Form

(Do NOT use this form for classroom assignment)

Instructions:

- 1. Complete applicable sections and attach additional information as appropriate.
2. Form must be submitted by the person responsible for the program for which space is requested and signed by the appropriate department head, dean, and vice president.
3. Forward the completed Space Request Form to Chair, University Space Committee and provide a copy to the Office of the Provost.

The University Space Committee meets as needed to act upon space requests that are related to academic space management. Meeting notifications are issued by the Chair of the University Space Committee.

Note. For grant/contract submission, please allow a minimum of ___ working days for Committee action.

Date: [] Requested by: []

School/College: []
Office/Unit: [] Dept: []
Campus Address (Room No. etc.): []
eMail: [] Campus Phone: [] Fax: []

1. Rationale -- Reason for the request and justification (e.g., new hire, new program, accreditation requirement, etc.. Details can be included in a transmittal letter/memorandum. Complete the reverse of this form.

FOR USE BY REVIEWING/APPROVAL AUTHORITIES

Dept. Chair Yes No* Date
Dean Yes No* Date
Vice President Yes No* Date

UNIVERSITY SPACE COMMITTEE ACTION

Approved as Requested.
Approved with Revisions (space allocated as indicated)
Request Denied for the following reasons:
Other Comments:

Chair, University Space Committee Date

To be completed by the space requesting official:

2. Type of Space Requested, Needs, and Date Needed

Classroom/Lab Needs*		Date Needed:	
Type of Class (Lecture, lab, other)	Equipment Needed	Space Needed (in usable sq. footage)	Course Number(s)

Research Lab Needs*		Date Needed:	
Proposed Occupant	Space Needed	Number of Faculty/Staff and Students Using Labs	
		Faculty/Staff	Grad Undergrad
		Faculty/Staff	Grad Undergrad
		Faculty/Staff	Grad Undergrad

Office Needs*		Date Needed:	
Proposed Occupant	Space Needed	Number of Faculty/Staff and Students Using Labs	
		Faculty/Staff	Grad Undergrad
		Faculty/Staff	Grad Undergrad
		Faculty/Staff	Grad Undergrad

Telecommunications/Network/Technology Needs*		Date Needed:	
Proposed Occupant	Space Needed	Number of Faculty/Staff and Students Using Labs	
		Faculty/Staff	Grad Undergrad
		Faculty/Staff	Grad Undergrad
		Faculty/Staff	Grad Undergrad

3. Proposed Solutions (Space to be provided)

4.

Services Required	Number of Lines	Special Considerations/Additional Information
Telephones		
Computers		
Electrical Outlets		
Other		

5. Space to be Released or Vacated (Currently available space in the unit that is not being used or is underutilized)

6.

Building(s)	Room(s)	Current Use	Release Date

* Attach a floor plan showing the current space and a floor plan of the proposed, remodeled, or new space if identified. Current floor plans can be obtained from Facilities Management Office of Planning and Improvement (757.823.9077).

** Forward the completed University Space Assignment Request Form and attachments and one copy to: University Space Committee, c/o Office of the Provost, Suite 460 H.B. Wilson Hall