DIRECTIONS:
- Complete Sections A and F for all requests.
- Complete Sections B and C for renovation of space.
- Complete Sections D for a request for new space and Sections B and C if renovation is also needed.
- Complete Section E for change of function of space only.

### A. CONTACT INFORMATION:

<table>
<thead>
<tr>
<th>Requesting Department:</th>
<th>Date of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>Contact Phone:</td>
</tr>
<tr>
<td></td>
<td>Contact Email:</td>
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</tbody>
</table>

### B. REQUEST FOR RENOVATION OF SPACE:

Provide building name and room number(s). Attach concept drawings/floor plans. Contact Chris Reynolds, 245-2244 for pdf floor plans. It is not necessary to provide detailed plans as Facilities will determine feasibility, code issues, and engage architectural services where needed.

Why is the renovation needed? What are the implications if the renovation is not approved?

Describe renovation needed in detail. Address special requirements such as plumbing, electrical, etc. It is not necessary to provide detailed engineering of your project as Facilities will determine availability of supporting infrastructure, code issues, and engage engineering services where needed.

Space will be used for: Instruction ☐ Research/Lab ☐ Office ☐ Storage ☐

Will you need additional/new furnishings? Yes ☐ No ☐

If yes, itemize the furniture that will be needed: Provide catalog sheets if available.

When does the work need to be completed?

Complete Section C regarding funding. Complete Section E if room function will be changing.
C. FUNDING INFORMATION:

What is the source of funds for the renovation?  
- Unit ☐  
- College ☐  
- Division VP ☐  
- Grant ☐  
- Funds are needed ☑

How much is available to commit to the project?

D. REQUEST FOR NEW SPACE:

Why is new space needed? What are the implications if allocation of new space is not granted?

Space will be used for:  
- Instruction ☐  
- Research ☐  
- Office ☐  
- Storage ☐

Have you identified a suitable location for this new space that may be available?  
- Yes ☑  
- No ☐

Provide building name, room number(s). Attach drawings/floor plans. Contact Chris Reynolds, 245-2244 for pdf floor plans. It is not necessary to provide detailed engineering of your project as Facilities will determine availability of supporting infrastructure, code issues, and engage engineering service where needed.

If space is currently occupied by another department, have you contacted current holder of the space provided?  
- Yes ☑  
- No ☐

Do they support the concept?  
- Yes ☐  
- No ☑

When is space needed?

Will the current space be vacated?  
- Yes ☑  
- No ☐

If yes, explain the plans for the vacated space:

IF RENOVATION OF THE SPACE IS NEEDED, PLEASE COMPLETE SECTIONS B AND C ABOVE. COMPLETE SECTION E IF ROOM FUNCTION WILL BE CHANGING.

E. REQUEST TO CHANGE FUNCTION OF SPACE:  if more than one room is involved, attach additional page(s)

Building ____________________________

Room # ______________________________

Current Space Use Code _____ (for help with space use codes, please contact Chris Reynolds at 245-2244)

Requested Space Use Change _____

Justification for change:

F. AUTHORIZATION SIGNATURES (Signatures indicate agreement that the space request should be investigated, not approved.)

Department Chair or Director:  
- Date: ____________________________

Is the College/Division Facilities Committee representative aware of this request?  
- Yes ☑  
- No ☐

Dean/Assoc or Asst VP:  
- Date: ____________________________

Comments:

Provost/Vice President:  
- Date: ____________________________

Comments:
Forward by e-mail or fax this completed form with the proper signatures and attachments to the Associate Vice President for Finance and Support Services Planning, nn01@txstate.edu, 245-2033 (fax)

<table>
<thead>
<tr>
<th>Facilities Planning, Design, and Construction budget estimate:</th>
<th>AVPFSSP</th>
<th>VPFSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $5,000</td>
<td>Provost</td>
<td></td>
</tr>
<tr>
<td>$5,000 to $25,000</td>
<td>Provost</td>
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<tr>
<td>Over $25,000 departmental funding</td>
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<tr>
<td>Over $25,000 – President, if institutional funds are needed</td>
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