

Request to Lease Space Form

Section 1: Applicant information

Name of applicant/department:

Contact person:

Phone number:

Email address:

Current location (if applicable):

Current leasing information (if applicable), including the remaining term and termination clause:

Section 2: Purpose of space usage

Purpose of request:

Detailed description of activity/use:

Section 3: Space and time requirements

Detailed list of space types, required sizes and use:

Preferred building/location, including neighborhood, or city adjacencies:

Specific rooms/areas requested within a building:

Requested dates:

Requested times (start and end):

Frequency of use:

Section 4: Additional requirements

Equipment/facilities needed or to be accommodated (furniture, specialty program equipment, projectors, chairs, whiteboards, etc.):

Special services needed:

Section 5: Terms and conditions

By submitting this form, the applicant agrees to comply with all college policies, including but not limited to:

- Timely payment of any applicable fees
- Adherence to college safety and usage guidelines
- Responsibility for any damage caused during use

Section 6: Approval process

Upon submission, this request will be reviewed by the appropriate college office. You will be notified of approval or additional requirements within 10 business days.

Signature of applicant:	Date:
<i>For College Office Use Only</i>	
Reviewed by:	Comments/notes:
Approval status: Approved Denied Requires further information	
Authorized signature:	Date: