



Stockton University Space Request and Renovation Form

Division Executive	_____	Date Submitted	_____
Contact Name For Request	_____	Contact Phone	_____
Contact Email	_____	College/ Department	_____

Location Information For Space Request

Campus	_____	Building	_____
Floor	_____	Room	_____

This Request Is For (Check All That Apply)

<input type="checkbox"/> Renovation of Existing Space	<input type="checkbox"/> Lease Renewal
<input type="checkbox"/> Additional Space for Program	<input type="checkbox"/> Feasibility Study
<input type="checkbox"/> Vacating/Transfer Space	<input type="checkbox"/> Other

Please Describe the Extent and Details of the Request Including

- Intended Purpose of Request
- Pertinent Dates
- Intended Number of Occupants
- Specific Space Requirements
- How Request Supports University Strategic Initiatives

Is Funding Available To Support This Request?

Yes No

If Yes, Provide Fund & Org

Fund

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Funding Comments

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Division Executive Signature

Signature

Printed Name

Date

SUBMISSION PROCESS

- Please submit all completed & signed requests with any supporting documents to Rhianon.Lepree@stockton.edu
- All changes/reassignments of space involving 2,000 square feet or more and/or a project cost of \$25,000 or more – must be requested via this form. Improvements to existing space that require multiple trades (e.g., carpenters and electricians), have a total dollar value over \$25,000, involve systems furniture installation, affect code requirements, and/or require professional design services are considered project-level renovations and are subject to review by the Space Management Advisory Committee.

Next Steps

- Facilities & Operations will notify the listed project contact if the submitted form is missing required information or if any clarification is needed.
- Per the Space Allocation and Renovations Policy, completed and signed requests will first be evaluated by the Space Management Advisory Committee and then, if applicable and recommended by the Space Management Advisory Committee, shall be referred to the President or Designee for review and/or approval