

**UNIVERSITY OF KENTUCKY
SPACE REQUEST FORM**

Request for Leased Space

*This completed form is to be forwarded through the sector representative to the Real Property Division,
Attention: Campus: 224 Peterson Service Bldg., 0005, Lexington: 518 Oldham Court, Lexington, KY-40502.*

Department:

Contact Person:

Phone#:

Department#:

Date Occupancy Desired:

- I. Office/Program to Occupy Requested Space:

- II. Brief Description of Office/Program: (Include numbers and kind of full time and part-time personnel, special space requirements, office program activities, etc.)

- III. Brief Description of Space Currently by Office/Function: (Include location, net assignable square feet, condition, etc.)

- IV. Brief Description of Necessity for Relocation of Office Program:

- V. Brief Description of Space Required: (Include net assignable square feet required, special requirements in terms of type of space/location, estimate of cost associated with requested move, statement as to who will cover this cost, period space required, statement as to why the office/program is not able to be housed in present sector space on campus.) Attach additional sheets as needed.

- VI. Brief Description of Where Office/Program will be Relocated at the End of Period of Requested Occupancy.

Sector Authorization

Date

Phone #