

**UNIVERSITY OF KENTUCKY
REQUEST FOR STORAGE SPACE
VAUGHAN WAREHOUSE 1247 VERSAILLES RD.**

REQUEST FOR STORAGE SPACE

The signed form is to be completed by Department Business Officer and sent to Office of Campus Planning, Campus Mail: 224 Peterson Service Bldg., 0005 or emailed to mawill3@uky.edu

**Space is Limited. Call 257-1063 to confirm availability.*

Department:

Contact Person:

Phone #:

Account Number to Be Charged for Space:

Requested Square Footage:

Date Space Needed:

Items to be Stored:

The warehouse to be used for storage is located on Versailles road. Chain link fence cages will be constructed with a minimum of 500 square feet. Approximate time for completion of the cage is two to six weeks after a signed request is received in the Office of Campus Planning and owner is notified of the need.

The using department will be responsible for providing a lock for the cage issued from the UK Key shop and the key will remain with the using department (campus facilities team will have access to address maintenance items). The requesting department will responsible for contacting Risk Management to inquire about insurance to cover items to be stored.

The property is easily accessible and 24 hour security is provided, after hours access will be arranged with UKPD and a valid UK ID will be required.

The cost is \$4.00 per square foot. The department will provide the Office Campus Planning with an account number for the purpose of processing rental payments.

Call with questions - 257-1063.

Business Officer Authorization

Date

Phone #

Office of Campus Planning, Campus Mail: 224 Peterson Service Bldg., 0005, Phone: 257-1063