**Process for Requesting Space Off Campus**

**PROPERTY ACQUISITION & LEASING OFFICE**

Purpose: This document establishes the process for University divisions, departments and affiliates to submit requests for the use of off campus space.

Overview: The University Property Acquisition Office and Property Review Committee are authorized under University Policy #126, to review all requests for obtaining or using space off campus.

Process:

1. University divisions, departments, and affiliates with space needs must consult with the Office of Institutional Planning and Effectiveness to identify potential on campus spaces that are suitable for the requestor’s needs.
2. If on campus space is not available through OIPE, please complete the following form to initiate the process of seeking space off campus. The Property Acquisition and Leasing Office will contact you after reviewing the completed form.

**INSTRUCTIONS:**

*Complete the following information and submit to the University Property Officer in the Property Acquisition and Leasing Office.*

1. **CONTACT INFORMATION**

|  |  |
| --- | --- |
| ***Name:*** Click here to enter text. | ***Office phone number:*** Click here to enter text. |
| ***Department:*** Click here to enter text. | ***WCU email address:*** Click here to enter text. |
| ***Division:*** Click here to enter text. |  |

**B. INFORMATION FOR PROPOSED USE OF OFF CAMPUS SPACE**

|  |  |
| --- | --- |
| ***Building Name (if known):*** Click here to enter text. | ***Room Number(s) (if known):*** Click here to enter text. |
| ***Detailed description of use of space:*** Click here to enter text. |
| ***Description of your division, department, or affiliate including expected growth and timeline for growth:*** Click here to enter text. |
| ***Number of private offices needed:*** Click here to enter text. |
| ***Number of semi-private offices (shared or cubicle-type) needed:*** Click here to enter text. |
| ***Number of work/file/copy rooms needed:*** Click here to enter text. |
| ***Is a conference room needed:*** Click here to enter text. ***For how many:*** Click here to enter text. |
| ***Is a kitchen or breakroom needed:*** Click here to enter text. |
| ***Does the space need to be on one level:*** Click here to enter text. |
| ***Can your operations be accommodated on multiple levels:*** Click here to enter text. |
| ***What are the tele/data requirements:*** Click here to enter text. |
| ***What is the maximum distance from campus for your organization to operate:*** Click here to enter text. |
| ***Does the space need to be on the ground level:*** Click here to enter text. |
| ***How long does the initial term of the lease need to be:*** Click here to enter text. |
| ***Do you anticipate the need for lease renewals after the initial term:*** Click here to enter text. |
| ***Number of electrical outlets required (per area or room):*** Click here to enter text. |
| ***Is there an electrical requirement for greater than 110 volt service:*** Click here to enter text. ***If so, please describe:*** Click here to enter text. |
| ***Number of telephone and data outlets required (per area or room):*** Click here to enter text. |
| ***Number of parking spaces required for employees:*** Click here to enter text. |
| ***Additional parking required for clientele:*** Click here to enter text. ***If so, how many spaces:*** Click here to enter text. |
| ***Are there any special lighting requirements above standard office lighting:*** Click here to enter text. ***If so, please describe:*** Click here to enter text. |
| ***Are there any special facilities needs such as drains, vents, sinks, water, etc.:*** Click here to enter text. ***If so, please describe:*** Click here to enter text. |
| ***Are there any other special requirements or considerations:*** Click here to enter text. |
| ***Is there any other information that will be helpful in locating needed space:*** Click here to enter text. |
| ***How will the proposed usage benefit the university?*** Click here to enter text. |
| ***State how the proposed usage is aligned with the university mission and/or strategic plan:*** Click here to enter text. |
| ***Do you have space on campus that you will be vacating if you move to an off campus space: If yes, please identify the space:*** Click here to enter text. |
| ***Please include a current organizational chart with this form submission.*** |

**C. BUDGET**

|  |
| --- |
| ***List proposed funding source(s) allocated for this request:*** Click here to enter text. ***Note that all funding source(s) will have to be approved by the Vice Chancellor for Administration and Finance.*** |

**D. TIMELINE**

|  |
| --- |
| ***Provide the anticipated date that space will be needed:*** Click here to enter text. |

Please submit the requested information and this form by email to:

Terri L. Cartner, University Property Officer

WCU Property Acquisition and Leasing Office

tcartner@email.wcu.edu

If you have questions, please call 336-215-4318 or email tcartner@email.wcu.edu

WCU Property Acquisition & Leasing Office – Form PALO-27 - 05/01/2019

|  |  |  |  |
| --- | --- | --- | --- |
| **REQUIRED SIGNATURES** |  Printed Name | Signature | Date |
| Applicant | Click here to enter text. |  |  |
| Department/Unit Head | Click here to enter text. |  |  |
| Supervisor (Dean, Director, Vice Chancellor) | Click here to enter text. |  |  |

*Please note: Requests submitted without the required approving signatures will not be returned.*

**FOR PROPERY ACQUISITION AND LEASING OFFICE USE ONLY**

|  |  |
| --- | --- |
| ***RECEIVED BY:***  | ***DATE RECEIVED:***  |
| ***PALO Evaluation:*** |
| ***Final SMC Action:***  | ***Final SMC Action Date:***  |
| ***Approval Action:*** | ***Approval Action Date:*** |
| ***Notes:*** |

**FOR PROPERY REVIEW COMMITTEE USE ONLY**

|  |  |
| --- | --- |
| ***RECEIVED BY:***  | ***DATE RECEIVED:***  |
| ***PRC Evaluation:*** |
| ***Final SMC Action:***  | ***Final SMC Action Date:***  |
| ***Approval Action:*** | ***Approval Action Date:*** |
| ***Notes:*** |