



TRENT UNIVERSITY SPACE REQUEST FORM

Use this form for submitting requests to the Space Utilization & Construction Management Committee for Trent University space (Peterborough and Durham locations) including requests for additional space, all renovations costing greater than \$10,000 to space your unit/department currently occupies, and requests for changes in location.

Additional materials may be included as appendices. To remain AODA compliant, applications must be reviewed by the Human Rights Advisor in the Equity and Human Rights Office via josegonzalezguel@trentu.ca prior to submission to the Committee. After the Equity and Human Rights Office has reviewed your request, it is the applicant's responsibility to receive approval from the applicable Vice President prior to submission to the Committee. Once fully completed, the form can be directed to the Space Committee at vpfinanceadmin@trentu.ca

– there are no limitations to number of pages used.

DATE:	
NAME:	DEPARTMENT/UNIT:
Email Address:	Phone Extension:
Type of Space being requested:	Requested building or room #(s), if known:
Date space is required by:	
Summary of Request:	
Discussion with other units, if applicable: (include which unit and how the unit is affected)	
Reasoning/Business Case (if applicable): (Attach additional pages if required)	

Accessibility Considerations:

Feedback from the Equity and Human Rights Office:

SUBMITTED BY:

Date:

Title:

Signature:

VICE-PRESIDENTIAL SUPPORT:

Date:

Title:

Signature:

Space Utilization & Construction Management Committee

Discussed on (meeting date): _____ other: _____

Request Approval Status:

Conditions/Notes: