



# REQUEST TO RELEASE SPACE

This Request to Release Space provides Space Strategy and Management (SSM) with the information necessary to document and process the release of space by a college/department/unit. **Space will be listed as available by Space Planning & Management.**

Completed request should be forwarded to [ssm-contact@arizona.edu](mailto:ssm-contact@arizona.edu) with appropriate signatures. If you have questions, please contact PD&C at [ssm-contact@arizona.edu](mailto:ssm-contact@arizona.edu) or 621-3850.

**\*Space will only be released/vacated when a new user who will incur the cost in RCM has been identified and approved by Senior Administration.**

## Submitted By:

College/Department/Unit:		Date:
Requesting Person:	Email:	Phone:
Contact Person (if different from above):	Email:	Phone:
Campus Address:		
Mailing Address:		

Reason for request and justification: e.g., termination of program, no longer need space (separate attachment can be included with submittal).

## Space to be Released or Vacated\*

Building(s)	Room(s)	Current Use	Release Date

Please identify unit(s) [if any] interested in space being vacated and attach space request:

## Signature Approval - Required for further evaluation PRIOR to Senior Administration approval

Name & Signature of Director/Department Head:

Name & Signature of Dean:

Name & Signature of Applicable SVP:

## For PD&C use only - Please do not write in this box

### Space Planning & Management Review

Reviewed By:	Review Date:
Review Notes:	

### Senior Administration Approval

Senior Vice President, Business Affairs and CFO:

Senior Vice President, Academic Affairs and Provost: