



**TEXAS WOMAN'S
UNIVERSITY**

TWU Space Utilization Request Form

Texas Woman's University Space Utilization Advisory Committee (SUAC)

Requesting Unit	Name of Requestor
Requesting space on which campus? If other was selected, please list location:	
What is the space request including location (if known)?	
What is the rationale for the request including its relation to the Strategic Plan?	
Specify all parties impacted by the request.	
Who/what unit is currently occupying the requested space?	
Will this request make other space available to the university?	
Description of space that will be made available (enter N/A if above was "no")	

Will the requested space require renovation/modification?	
Description of renovation/moderation (enter N/A if above was “no” or “unsure”)	
Are there any special requirements for this space? (new electrical outlets, data ports, etc.?)	
List Special requirements (enter N/A if above was “no” or “unsure”)	
If this space request is not approved, what will be the impact on the unit and TWU?	
<i>Signatures of Immediate Supervisor and Vice President are required before submission to SUAC.</i>	
Immediate Supervisor	
_____	_____
Type Name	Signature of Immediate Supervisor
<i>If not approved, return to requestor.</i>	
Vice President Approval	
Approved	Not Approved
Vice President	
_____	_____
Type Name	Signature of Vice President

Email to space@twu.edu.