



PI Name:

Email:

Additional Space Needs Form

If your project requires additional space, please disclose details below. To discuss your needs further, please contact Jini Cook (cookvg@jmu.edu), Director of Real Property & Space Management.

1. Please provide a brief description (2-3 sentences) of space need and how it will be used:

2. Please indicate the length of the term required for the space:

3. Please indicate the type/quantity of space (# of rooms and sqft) required:
Office:
Lab:
Classroom:
Other:

4. Please indicate proximity to campus requirements:
On campus - Preferred location:
Off campus - Preferred location:

5. Please provide special use requirements (if applicable, please describe):
Equipment:
Technology:
Heating/Cooling/Utilities:
Parking:
Other:

6. Please indicate whether the space will be occupied by JMU only or will it be shared space with an external entity: JMU only Shared with an external agency/partner

7. Please share the amount of the budget requested for the additional space: \$
The department/college will cover the cost of the additional space In-kind
The agency or an outside partner will be covering the cost of the additional space In-kind
Other:

8. Please indicate any additional space requirements that may be specific to this proposal:
University owned property
Leased property
Extra liability Insurance required
Special maintenance/housekeeping credentials/training required
Other:

9. Please use this space to clarify any of the responses above and/or share additional information: