

## **Space Use Advisory Committee (SUAC)**

### **Guidelines for Proposals**

The Space Use Advisory Committee advises the Vice President for Partnership Affairs (VPPA) on matters related to use of space. Recommendations by SUAC are considered by the VPPA and, as appropriate, forwarded to Executive Council for review.

All of the following guidelines must be met before a space use proposal can be presented to SUAC:

- Approval of the proposal has been obtained from the pertinent Dean or Division Head.
- All proposals must be provided to the Office of VPPA at least one week prior to the SUAC meeting during which it will be considered.
- The proposal must be presented by the SUAC member representing the Dean or Division from which the proposal originates.

All proposals must include the following information:

- A floor plan clearly indicating the existing space in question and the surrounding space, including approximate square footage;
- A sketch, floor plan, or diagram showing the requested renovation;
- An estimate by Physical Plant of renovation costs;
- An identified source of funds for renovation;
- A discussion of security issues (if any);
- Identification of ADA issues (if any);
- Identification of EHS issues (if any).

For further information regarding these guidelines contact the Office of Vice President for Partnership Affairs (882-6567).

# Space Use Advisory Committee (SUAC) Proposal Guidelines

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## Role of the Space Use Advisory Committee

The Space Use Advisory Committee advises the Vice President for Partnership Affairs (VPPA) on matters related to use of space. Recommendations by SUAC are considered by the VPPA and, as appropriate, forwarded to Executive Council for review.

### Step 1

Complete **Space Use Request Form** and secure appropriate signatures

NOTE 1: In addition to the Form, please provide a sketch, floor plan or diagram of the space in question.

NOTE 2: All proposals must be provided to the Office of the VPPA at least one week prior to the SUAC meeting during which it will be considered.

### Step 2

**Proposal must be presented to SUAC**

NOTE: Recommendations for space use must be presented by the SUAC member representing the Dean or Division from which the proposal originates.

[If proposal is given a favorable recommendation by SUAC, proceed to Step 3]

### Step 3

**AVPFS conducts cost analysis and feasibility study of the proposal including:**

1. A floor plan clearly indicating the existing space in question and the surrounding space, including approximate square footage.
2. An estimate by Physical Plant of the renovation costs.
3. An identified source of funds for renovations.
4. A discussion of security issues (if any).
5. Identification of ADA issues (if any).
6. Identification of EHS issues (if any).

### Step 4

**VPPA presents recommendation at next available Executive Council**

[If approved by Executive Council, proceed to Step 5]

### Step 5

**Project is scheduled by Physical Plant**

For further information regarding these guidelines, please contact the Office of the Vice President for Partnership Affairs at 882-6567.