

**Space Request Form as per KGH
Facility Planning Policy 05-135**

[Please complete and submit electronically to Michele Mahoney at :mahoneym@kgk.kari.net](mailto:mahoneym@kgk.kari.net)

Date Application Made:

Department Requiring Space:

Date Space Required:

Name of Requestor:

Number of Occupants:

For JPO Use Only

Space Identified:

Date of Move:

i. Reason for request (ie. new hire, safety/risk issue, legislative compliance, etc.):

ii. Amount and location of space required:

iii. Anticipated Costs (Funding Source if required):

iv. Current space available?:

Date

Signature of Department or Program Director