DATE _____

UNLV departments desiring to lease or renew rental space from a private or public property owner must obtain conceptual approval from the UNLV Space Planning and Allocation Committee before a request will be accepted by Facilities Management and Planning. Following SPAC approval the applicant must submit an Interdepartmental Request (IDR) with this form as attachment. Requests from college and departments must be forwarded through the appropriate Dean or Vice President to Facilities Management and Planning (BOX 1060). The requesting college or department should complete all items on the form. Questions should be addressed to the Assistant Director for Real Estate and Business, Planning & Construction Department (Phone 702-895-3463).

College / Department ____________________________________________________________

Intended Utilization of Space ______________________________________________________

______________________________________________________________________________

Preference for general Location and justification for Preference __________________________________

______________________________________________________________________________

Available properties that have been considered ________________________________________

______________________________________________________________________________

Will they meet your needs? _________________________________________________________

______________________________________________________________________________

Special Requirements for space special air conditioning ☐ special wiring ☐ special telephones or service
☐ Computers ☐ laboratory ☐ other related equipment, copy machines, etc ___________________________________________________________________

______________________________________________________________________________

Duration of Lease Original ☐ Renewal ☐

Desired commencement of Lease _____ Gross Square Feet needed _____ Acceptable cost per sq ft. _____

Funding Sources______________________________________________________________

Account Number: ________________________ Project Name and NO. _______________________

For janitorial and utilities: ______________

For Requirements if needed beyond the unfitting allowance by lessor: _______________________

For restoration upon vacating premises _____
Attach organization chart of those to occupy leased space and work sheet used in computing gross square feet needed.

Number of people to occupy space _____ Fax No. ___________________________ Campuses Mail Stop _____

Requestor: ___________________________ Date __________ Phone ________________

Department Head: ___________________________

Dean / Vice President: By: ___________________________

Date:_____