

# Room Approval Exception Form

To request to add an approval step to a specific room or rooms, complete the following form and have your Vice Chancellor or Dean approve and sign it.

## Part I: Requestor Contact Information

VC/Dean Sponsor Name	
Department(s):	
E-Mail(s):	
Date of Request:	

## Part II: Space Need Explanation

a) Which room(s) are seeking an exception for?

Building		Room Number	
Building		Room Number	

Room Approval Guidelines (to add an approval step, your request room(s) must meet at least 1 of the following guidelines

- 1) Priority Usage - Department has a specific need to have first priority for the identified room(s)
- 2) Space requires additional approval from other entities (e.g. Fire Marshal)
- 3) There is a fee associated with this space

b) Please explain why you are seeking an exception for the space and how it meets one or more of the room approval guidelines

Who do you propose should approve this space?

Vice Chancellor/Dean Signature

<b>Internal Process</b>	Date:		Notes
Approved			
Approved with exception			
Rejected			