**Space Allocation Request Form**

Space is allocated according to the strategic academic, research and outreach priorities established by the University. Due to the growing need by researchers for temporary commercial laboratory space for their early-phase startup companies, the Innovation Advocates (IAs), made up of representatives from across campus, charged with evaluating mechanisms to support SP 4.0, Action 15 – Strengthening the support system for Innovation and Entrepreneurship (I&E), have suggested a short-term solution.

Name:

Department:

Email Address:

Phone Number:

Unit Head’s Name (for Approval):

What is the purpose of this space request? Briefly describe the need for space.

What is the intended use of the requested space?

Describe the intended use of the space. Include details such as location and any special requirements; room use description (e.g. commercial research, experiments, prototyping, production, etc.) This will be typically be a summary of the activity described in the funding application. This would include the number of occupants and occupant type (faculty, staff, T/A, R/A, student workers, etc.).

Describe the OSU equipment that will be utilized in the commercial activity space.

What is the timeline for this space request? Enter the start/end date range needed (approximations are okay).

What type of renovation do you anticipate? \*

\_\_\_ No renovation

\_\_\_ Paint/carpet renovation only

\_\_\_ Minor renovation (describe below)

\_\_\_ Major renovation (describe below)

Describe the minor/major renovations anticipated, if any.

Provide sketch and measurement of dedicated space to this request.

From the fee book, generate a cost of the use of the equipment used in the commercial activity for the given time frame:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From the Head and perhaps the Dean, determine a price per square foot for the rental of the space for the duration of the commercial activity:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total the fee book costs and the square footage rental. Add twenty-percent to the total to create the total cost of use of the space and equipment during the time frame of the commercial activity:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Route this form and the square footage sketch for approval through DocuSign to:

* The college’s appointed space allocation point of contact
* Head/Dean
* University Facilities, Infrastructure and Operations contact, David Jacobs [david.jacobs@oregonstate.edu](mailto:david.jacobs@oregonstate.edu)
* CC: Rebecca Henry in the COI office. [Rebecca.henry@oregonstate.edu](mailto:Rebecca.henry@oregonstate.edu)