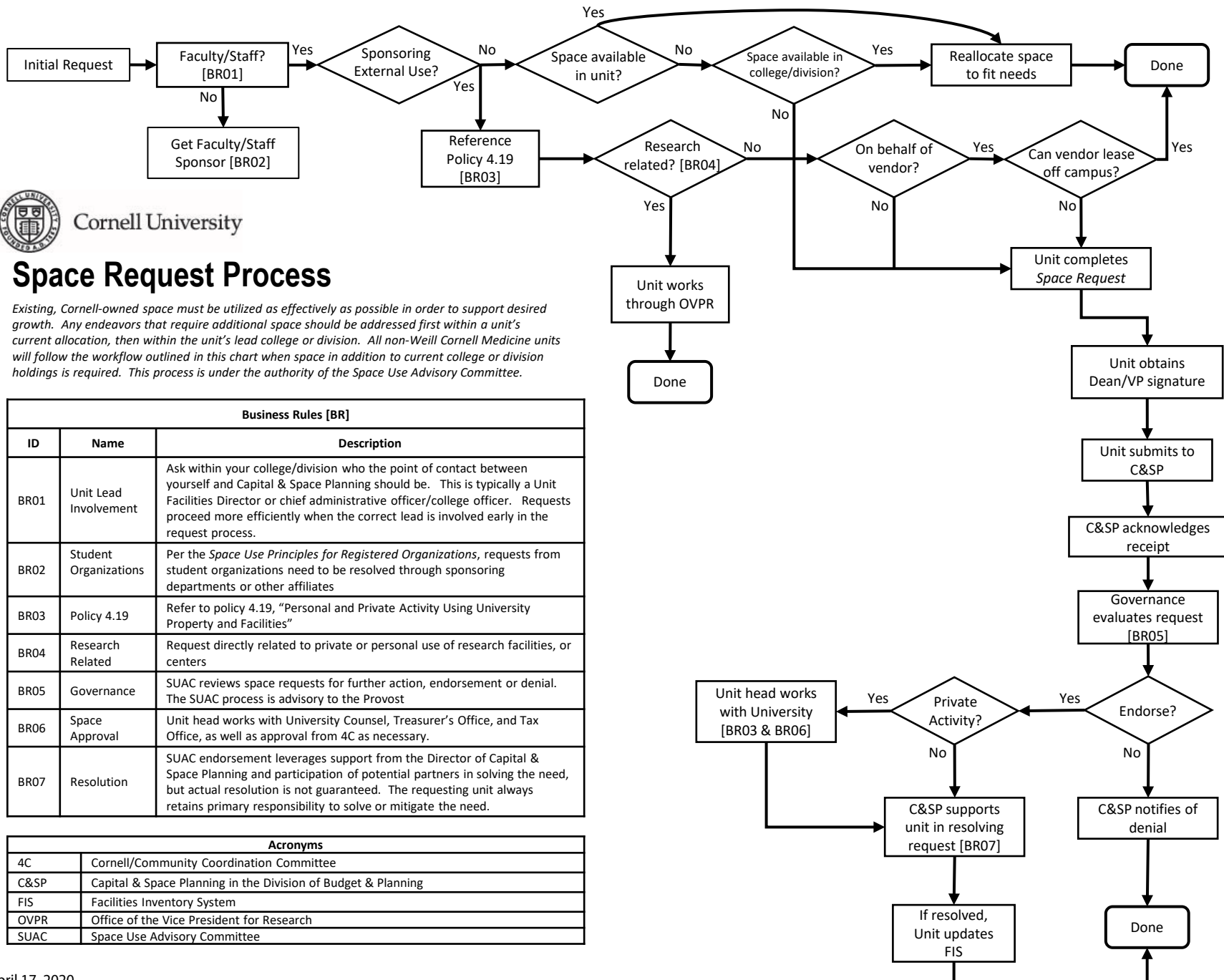




Cornell University

# Space Request Process

Existing, Cornell-owned space must be utilized as effectively as possible in order to support desired growth. Any endeavors that require additional space should be addressed first within a unit's current allocation, then within the unit's lead college or division. All non-Weill Cornell Medicine units will follow the workflow outlined in this chart when space in addition to current college or division holdings is required. This process is under the authority of the Space Use Advisory Committee.



Business Rules [BR]		
ID	Name	Description
BR01	Unit Lead Involvement	Ask within your college/division who the point of contact between yourself and Capital & Space Planning should be. This is typically a Unit Facilities Director or chief administrative officer/college officer. Requests proceed more efficiently when the correct lead is involved early in the request process.
BR02	Student Organizations	Per the <i>Space Use Principles for Registered Organizations</i> , requests from student organizations need to be resolved through sponsoring departments or other affiliates
BR03	Policy 4.19	Refer to policy 4.19, "Personal and Private Activity Using University Property and Facilities"
BR04	Research Related	Request directly related to private or personal use of research facilities, or centers
BR05	Governance	SUAC reviews space requests for further action, endorsement or denial. The SUAC process is advisory to the Provost
BR06	Space Approval	Unit head works with University Counsel, Treasurer's Office, and Tax Office, as well as approval from 4C as necessary.
BR07	Resolution	SUAC endorsement leverages support from the Director of Capital & Space Planning and participation of potential partners in solving the need, but actual resolution is not guaranteed. The requesting unit always retains primary responsibility to solve or mitigate the need.

Acronyms	
4C	Cornell/Community Coordination Committee
C&SP	Capital & Space Planning in the Division of Budget & Planning
FIS	Facilities Inventory System
OVPR	Office of the Vice President for Research
SUAC	Space Use Advisory Committee