

**GEORGIA SOUTHERN UNIVERSITY**

**REQUEST FOR CHANGE OF OCCUPANCY AND/OR USE OF SPACE**

**SECTION I: REQUEST FOR CHANGE**

Requestor Name: \_\_\_\_\_ Department or Unit: \_\_\_\_\_

Description of Change (Attach pages as needed)

Building & Rooms Impacted: \_\_\_\_\_

If requesting additional space, square footage required: \_\_\_\_\_

Estimated cost and Source of Funding for modifications/renovations: \_\_\_\_\_

Justification for Change (Attach pages as needed)

\_\_\_\_\_  
**Requestor's Signature** **Date**

**SECTION II: ADMINISTRATIVE APPROVALS**

Department Chair's or Unit Head's Name: \_\_\_\_\_

\_\_\_\_\_  
**Department Chair's or Unit Head's Signature** **Date**

Dean or Director's Name: \_\_\_\_\_

\_\_\_\_\_  
**Dean or Director's Signature** **Date**

**SECTION III: ACTION BY APPROPRIATE VICE PRESIDENT**

- Approved. Forward to VPB&F for submission to the Space Allocation/Modification Committee for information.
- Forward to VPB&F for submission to the Space Allocation/Modification Committee for consideration.

\_\_\_\_\_  
**Vice President's Signature** **Date**