**Space Request Form for the Memorial Union and Student Experience Center**

OSU space is allocated according to the strategic academic, research and outreach priorities established by the university, with the goal of 1) advancing University priorities, 2) improving space functionality, flexibility, and utilization, 3) providing space to meet programmatic goals, 4) lowering occupancy rates, 5) reducing the need for physical expansion, and 6) supporting increased collaboration and connectivity across departments.

**ORS 352.087**  
Powers and duties of governing board and public universities <https://oregon.public.law/statutes/ors_352.087>

The Memorial Union and Student Experience Center are student fee funded facilities and support Student Affairs departments who provide services and programming directly to students and their success.

Completed Space Allocation request forms are submitted to the Memorial Union Director for due diligence review. A thorough analysis of this request and supplemental material will be reviewed with the requestor to discuss possible solutions. The requestor will be encouraged to present their request to the MU Advisory Board. The MU Advisory Board will review the request in an open meeting thereby providing the student voice in this process. All space requests must support the OSU Mission, Vision and Strategic Plan and the Division of Student Affairs Agenda and Priority.

**Department/Unit Questionnaire**

Name:

Title:

Department/Unit:

Phone:

Email:

Department Head Approval:

Proposed Budget:

Budget Authority:

Funding Source/Index:

**Purpose of the Request**

Describe the need for space and the reason your department is requesting space.

* Provide data showing the resources students need.
* Provide data showing the number of specific student population this request would serve.
* What group of students would benefit from this use of space?
* Has the Student Affairs administration been involved and support this request?

Explain how your program enhances student success at OSU.

What is the proposed number of students served?

How does this request align with the University Mission?

How does this request align with the Student Affairs values, goals and initiatives?

How many students will benefit from this location and space?

Please provide a budget to reflect the funding for upgrades to the space, purchase of furnishings, salaries & wages, programming and resources for students using the program.

1. Number of professional staff?

a. What are the requirements of their positions?

b. How does this staff interact with other staff?

c. How does this staff interact with students?

d. How many positions require privacy / closed doors?

2. Number of student staff / users?

a. How many student positions require closed / dedicated office space?

3. What are your operating / service / office hours?

4. Please provide a description of services / feature programs.

5. What experience should students have when entering your space?

6. How do current spaces support or limit your capabilities?

7. What other types of spaces are necessary to support your mission (cubicles, meeting rooms, testing centers, open computer stations, lounge spaces, etc.)?

8. What spaces can be shared with other building tenants /users?

9. What spaces or programs need to be located adjacent to your spaces?

10. What technology requirements are necessary for your program?

11. Does your space require frequent loading and unloading of supplies / materials?

12. Please identify any other special considerations or requirements (i.e. separate entrance, privacy considerations, lighting/daylighting, computer/data, healthy/safety requirements, parking etc.):