**PROCEDURE**

**Effective Date:** June 8, 2018  
**Approved By:** College of the Environment All-College Meeting  
**See Also:** POL-HC1000.01 College of the Environment Space Allocation

### PRO – HC1000.01A REQUESTS FOR COLLEGE of the ENVIRONMENT SPACE ALLOCATION

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| College Affiliated Individual or Group | 1. **Submits** request for space to the appropriate Unit Administrator.  
Request **includes** the identity of the requestor (e.g., faculty, staff, student, affiliated individual, group) and purpose for which space will be used. |
| Unit Administrator | 2. **Informs** the College of the Environment Dean of the request.  
**Reviews** the request in consultation with unit members.  
If additional information is needed, **contacts** and may meet with the individual or group.  
**Informs** the individual or group of her/his decision within **15 working days** from when the request was submitted. |
| Individual/Group | 3. **Decides** to accept or reject the decision and any terms or conditions.  
3a. If rejects, **submits** a formal request for space to the College of the Environment Policy Committee (CEPC) within **15 working days** of receipt of the Unit Administrator’s decision. |
| CEPC | 4. **Reviews** the request using the College of the Environment Space Allocation Guidelines, **consults** with the College Dean, Unit Administrator, and the individual or group, and **makes** a recommendation to the College Dean within **30 working days** of the individual's request. |
| College Dean | 5. **Reviews** CEPC recommendation and **informs** the individual of her/his decision within **15 working days** of receipt from the CEPC. |
| Individual/Group | 6. **Decides** to accept or reject the decision and any terms or conditions. |
### PROCEDURE

**Action by:**

Action:

6a. If rejects, submits an appeal to the CEPC within 15 working days of receipt of the College Dean's decision describing reasons that the decision should be reconsidered.

CEPC

7. **Reviews** the appeal, **consults** with the Dean and the individual or group, and **submits** recommendation to the College Dean within 15 working days.

College Dean

8. **Reviews** CEPC recommendation and **makes** final determination within 5 working days of receipt of recommendation.

Provides written decision to the individual or group with copies to the CEPC Chair and the Unit Administrator.