




Space Allocation Committee

TO: Tim Hall
President
FROM: Mitch Robinson, Chair *Mitch Robinson*
Vice President for Finance and Administration
SUBJECT: Space Allocation Committee
DATE: August 22, 2008

The Space Allocation Committee has reviewed and deliberated upon the existing or proposed space request listed below. The committee's recommendations for your consideration are provided below.

Space Request	Description of Request	Approved
Chartwell – Contracted Food Services use of space in University Center	Dining Services has requested the use of room 326E, located on the 3 rd floor of the University Center between the Iris Room and Cumberland Room, for reassignment as a catering office. Space is currently used for storage of dishes and glasses. The committee has unanimously voted to recommend approval for this reassignment.	 Tim Hall, President

Should you decide to accept the committee's recommendation, please sign and date box provided for your signature. If you decide not to approve the space request, please write "declined" in the box for your signature.