



# Space Utilization Committee Request Procedure

## Space Utilization Committee Charge:

The Space Utilization Committee **ensures the effective & efficient use of space within the SOM buildings**. This involves review and approval of:

- New policies or protocols
- Departmental space requests, while adhering to the standard SOM space assignment guidelines and optimizing space utilization, while sustaining close alignment with SOM's overall goals

## Step 1: Initial Request Submission

**Requestor** fills out the space request form through SOM - Portal (service-now.com)

## Step 2: Review and Scheduling

The Director of Facilities reviews the submitted form for completeness, against existing policy, and schedules the requestor to present at the upcoming space committee meeting.

## Step 3: Presentation Preparation

The requestor prepares their presentation materials for the committee meeting and submits them in advance of the meeting (at least 3 business days prior).

## Step 4: Committee Presentation

**Requestor** presents their space request to the committee. The presentations will be limited to **5-7 minutes**.

## Step 5: Committee Evaluation and Decision

The **Space Committee** evaluates the request and sends an email notification to the requestor indicating the decision to either approve or deny the request.

## Step 6: Final Decision and Documentation

**No additional considerations or appeals** will be accepted after the request has been submitted to the space committee and the committee has made its decision and recommendation.

The email outlining the decision will be sent to the requester, and the space approval tracker will be updated to reflect the committee's decision.

Space Utilization Committee  
6/11/2025