



WVU Real Estate  
PO Box 6555, 48 Donley Street, 407 Marina Tower  
Attn: Susan McCollum, Business Manager II  
Phone: 304.293.2864, Fax: 304.293.7156, Email: susan.mccollum@mail.wvu.edu

## REQUEST FOR TEMPORARY SPACE

Please complete the following form and submit via email (preferred), campus mail, or fax. Refer to the instruction sheet for completion. If request is for use in arrears, enclosed a cover letter explaining why prior approval was not obtained.

1. Is the space requested to be used as office or storage space?
2. Will the space be used for six (6) months or more?
3. Will the total rental amount exceed \$2,000 for the event or use during the present fiscal year?
4. Is there any kind of rental agreement, contract, etc. to be signed by the agency?  
\*If yes, attach the contract when submitting.
5. Type of Space (examples – conference, auditorium, housing):
6. Date(s) of Use:
7. Rent To Be Paid To (ownership name and address):
8. Cost of Use of Space (define per occurrence and tally):
9. Purpose of Use:
10. Your Contact Information –
  - a. Name
  - b. Phone
  - c. Email
  - d. Campus Mailing Address (include PO)

11. Funding Source (State, WVURC, or Private):

*“I certify, that to the best of my knowledge, suitable rent-free space is not available on the date(s), location, and for the purpose stated above.”*

Printed Name:

Date:

*Do Not Complete Below This Line; For WVU Real Estate Use Only.*

Save this form and email (preferred to susan.mccollum@mail.wvu.edu), mail, or fax (address/contact information in header above) to WVU Real Estate. Thereafter, approval will be considered, contact will be made if more detail is needed, and eventually either an approved version will be returned for your use as the lease contract (must obtain prior to payment processing) or disapproval will be explained.

WVU Real Estate Consideration:

Approved or Disapproved: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_