

Attachment A: Form to Request Lease Space (Long-Term)

Completed form should be submitted electronically to pac-operations@alamo.edu

Please note this form is simply a request to gather more information and is in no way a binding agreement. A formal Lease Agreement will be fully executed to delineate final approvals.

Name, Title, Phone, Email, Address, and Organization of the requestor:

Identify the type of space requested (i.e., offices or classrooms)

Rationale for requesting the space (including a statement about how the proposed change will contribute to the fulfillment of the college's Strategic Plan):

Is this request temporary or permanent? If temporary, what is the duration?

Are you seeking additional space or intending to move and vacate currently assigned space?

Anticipated numbers of users per month, semester, or year; Also include anticipated uses of space and hours of operation (Days/Times)

What renovations/remodeling, funded by Tenant, do you anticipate as a result of this reallocation of space?

Timeframe required for remodel/renovation:

Is the space currently occupied or in use and have the current occupants been consulted?
(College to complete)

If the space requested is currently a classroom, please specifically address how the existing classes and students will otherwise be accommodated by providing detailed time, day, location of the displaced classes, and information that addresses the space amenities (technology, equipment) required (College to complete)

Additional Information:

Name of Requestor/Organization Date

Reviewed By and Date:

President Date

VPCS Date