



OKLAHOMA STATE
UNIVERSITY

There are two types of vacant space on campus; assigned vacant space and unassigned vacant space. Assigned vacant space is vacant space that is under the control of a university department. Unassigned vacant space is space that is not assigned to any University department.

University Planning maintains and manages unassigned vacant space on campus and is responsible for assigning temporary and permanent use of that available space. University departments may request temporary or permanent use of available unassigned vacant space. This document outlines the process for requesting unassigned vacant campus space.

- 1) Complete the [Space Request Form](#) and submit to initiate the review process.
 - University Planning will review and determine requests for temporary space assignments.
 - The Facilities Planning and Space Utilization Committee will evaluate and determine requests for permanent space assignments.
- 2) University Planning will notify the requesting department or organization of the final decision via email.

Note: Assignment of vacant space is subject to availability and the University's space utilization priorities. Submission of the Space Request Form does not guarantee approval of a request. Questions regarding assignments or the request process may be directed to University Planning at fm_space@okstate.edu.