



Request for 20' x 20' Tent Relocation

ROUTING
Facilities Space
Planning
space-mgt@nmsu.edu

New Mexico State University Facilities Space Planning Policy: All requests for 20' x 20' Tents Relocation must be forwarded to Facilities Space Planning for Analysis. Tents will only become eligible for relocation from February 1st (2/1) to February 15th (2/15), and requests will be honored on a first-come-first-serve basis. Requests received before or after this period will not be considered for relocation. The cost to the requestor to have a single tent moved will be approximately \$2,500. Tents that are moved upon request will remain at the requested location for the period of one (1) year. After this time, there will be a renewal period that opens on January 15th (1/15) and closes January 31st (1/31). You may only renew once.

SECTION 1: REQUESTOR INFORMATION

Requesting Department: _____ Date: _____

Name: _____ Phone: _____ Email: _____

SECTION 2: SPACE REQUEST DETAILS

Work Order #: _____ (required)

Tent will be used for: _____

Tent will be used by: _____

Have you identified a suitable location for the Tent Relocation? Yes No

If Yes, describe location using the building or map, attach plan/diagram: _____
(attach plan/diagram to this PDF when sending the request)

Will there need to be any clean up or enhancements to accommodate your proposed use? Yes No Existing Seating

If Yes, complete a Project Request Form (PRF) for a budgetary estimate.

Departmental funding is required for relocation. Please provide Index: _____
(estimated charge is \$2,500 per small 20'x20' tent)

Briefly describe how the tent will be used as well as why the space is needed.

Briefly describe any special requirements for this tent including the need for proximity to other facilities.

Date Needed: _____

SECTION 3: REQUESTOR APPROVAL

Signature: _____ Printed Name: _____

Dept. head/Director Dean/VP

Date: _____

SECTION 4: OFFICAL APPROVAL

Signature: _____ Printed Name: _____

Date: _____