

Long-Term HMSC Space Allocation Request

Space is a critical yet limited resource on the Oregon State University Hatfield Marine Science Center (HMSC) campus. Any long-term request for space must be approved by the HMSC Director. The space requester should electronically submit a letter addressing the following points to the HMSC Director and the Research Program Manager.

- **Requesters Information:** name, title, department, email address, phone number and the name of the Unit head who is authorizing the request
- **Space Requested:** space type, required amenities (including electrical demand, fume hood, seawater, freshwater access, etc.), location restrictions, and any renovation that may be required. Please note: all cost of discretionary and/or programmatic renovation or modifications of the assigned space are the responsibility of the space user and/or their Unit.
- **Space User:** the number of occupants and their job titles
- **Timeline:** when is the space needed and for how long
- **Justification:**
 - Identify current space in use, if any
 - Briefly describe how your current space is inadequate to meet your mission
 - What effort has been made to use your existing space to meet your needs
 - Explain how this new space request fits into your or the Units long-term growth plan
 - Describe any space that will be returned to the HMSC inventory with this additional space request
 - Any additional information

All space will be allocated in accordance to the [HMSC Space Allocation Policy](#). The responsibility for decisions regarding new or reallocated space assignments resides with the HMSC Director. All space requests will be evaluated based on availability and according to HMSCs mission, strategic priorities, and overall needs while meeting all applicable OSU safety and space policies. Spaces are assigned to an individual, however, these spaces shall be considered temporarily assigned, as the space belongs to OSU-HMSC, not to the occupant, Unit, or college. Any space vacated by relocation, retirement, or program changes is allocated back to HMSC. Any space may be reallocated to optimize productive space use, to improve campus flow, or to redistribute underutilized space at any time with advanced notice to the current occupant. Please note: if any space is required to fulfill grant activities or a new hire, the HMSC Director must sign off on the proposal **before** it is submitted. Please contact the Research Program Manager if you have any questions.