

Room Allocation Agreement

This is an agreement that is intended to promote optimal space utilization through college and departmental collaboration. This agreement will clarify the expectations and responsibilities of the "Current Tenant" and "Interim Tenant" with regard to temporarily allocating space to another department.

Room Location

Building: _____ Room #: _____

Terms

Length of Agreement:

Other Agreements:

Parties

Current Tenant

College: _____

Dept: _____

Point of Contact: _____

Signature: _____

Interim Tenant

College: _____

Dept: _____

Point of Contact: _____

Signature: _____