

Affinity Space Request Process



PURPOSE:

THE INTENT OF THE PROCESS AND FORM IS TO REQUEST AUTHORIZATION FROM THE EXECUTIVE LEADERSHIP TEAM TO CONDUCT AN INITIAL PROJECT FEASIBILITY AND COST ESTIMATING STUDY FOR DEDICATED AFFINITY SPACES.

INSTRUCTIONS:

REQUESTING GROUPS MEET WITH DEAN/MANAGER/SUPERVISOR ON INITIAL CONCEPT AND COMPLETE THE FORM AND COMMUNICATE TO RESPECTIVE VICE PRESIDENT FOR APPROVAL.

AFTER SUBMISSION, DEPARTMENTS MAY BE CONTACTED BY COLLEGE EVENTS AND OPERATIONS TO SCHEDULE A WALKTHROUGH AND FACTS GATHERING SESSION AS NECESSARY.



QUESTIONS:

1. AFFINITY GROUP/S
2. SCHOOL/DEPARTMENT/ADMINISTRATOR
3. REQUESTOR/CONTACT
4. EMAIL



QUESTIONS:

5. SUMMARY OF REQUEST INCLUDING DESCRIPTION OF IMPACT ON AFFINITY GROUPS AND EQUITY

6. WHAT TYPE OF ACTIVITIES ARE PLANNED FOR THE SPACE?

7. WHAT ARE THE PROPOSED HOURS OF OPERATION?





QUESTIONS:

8. HOW WILL THE SPACE BE STAFFED TO OVERSEE ACTIVITIES AND OPERATIONAL HOURS?

9. PLEASE EXPLAIN HOW THIS PROJECT CONNECTS TO MESA2030

10. PLEASE DESCRIBE ANY FUNDING SOURCES AVAILABLE. ARE THESE FUNDS ONGOING OR ONE-TIME?



**SUBMISSION
DEADLINE
OCTOBER 31**

