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  Interim Tenant

College: ____________________________  College: ____________________________

Dept: ____________________________  Dept: ____________________________

Point of Contact: ____________________________  Point of Contact: ____________________________

Signature: ____________________________  Signature: ____________________________