**Capital Projects and Space Allocation Committee (CaPS)**

**Application Form #3**

**ANTENNA**

|  |  |
| --- | --- |
| **A** | **PROJECT NAME:**  |
| **B** | **PROJECT INFORMATION** (to be completed by the primary contact person for the academic or administrative unit involved.) |
|  | Building Name and Address: | Location of Installation:  |
|  | Primary Contact Person: | Phone #: |
|  | Purpose of this Project:  |
| Scope of Work including change of use (if any):  |
| **C** | **INFORMATION FOR SPACE LICENCE AGREEMENT** |
|  | Building address: |
| Location of Installation:  |
| Annual Fee: $ | Payee: |
|  | Rental Period:  |
| **D** | **AUTHORIZATION & SUBMISSION**  |
|  | **Reviewed/Approved** | **Name / Position** | **Signature** | **Date** |
| Property Management (F&S) |  |  |  |
| Environmental Health & Safety |  |  |  |
| Campus & Facilities Planning |  |  |  |
| Lead Occupant of the Building(to be signed by Principal, Dean, Chief Librarian, Vice-President, designate) |  |  |  |
|  |  |  |
| **E**  | **CaPS APPROVAL**  | CaPS#: |  | Approval Date: |  |