**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: | |  |