



Tivoli Space Request Form

Instructions:

All requests must be submitted by your institution's designated contact.¹ All requests must include a completed form and all associated signatures to ensure institutional alignment and awareness. All requests will be reviewed 3 times a year before the new semester begins.

June 1 for Fall semester placements

November 1 for Spring semester placements

April 1 for Summer placements

Complete all sections of this form including the Applicant Scoring column in the Criteria rubric found on the last two pages of this document. Space requests must meet a minimum score of 60 to be awarded space in Tivoli.

Date of submission:

Name:

Title/Role:

Email:

Phone number:

Program/Group name:

Lease terms Projected move-in date:

Projected move-out date:

What is your budget for leased space?

Describe the type of space you would like. (200 words or less)

¹ Sydney Pedregon for Community College of Denver; Alex Staneski for Metropolitan State University of Denver
Denver; and Sabrina Simurdak for University of Colorado Denver

Institutional affiliates that can access your services (check all that apply):

CCD	MSU Denver	UC Denver	Community
Faculty	Staff	Students	

In a typical week, how many people will regularly use this space? (employees and visitors)

1 – 5	6 – 15	17 – 25	More than 25
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How often will the space be occupied?

Daily	Several times a week	Weekly	Occasionally
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Preferred space size:

Small (1 – 2 desks)	Medium (3 – 5 desks)	Large (6+ desks)
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Preferred office features (if applicable):

Private office	Shared office space	Meeting room access
Storage space	Other (please specify):	

Do you have specific accessibility needs for your space? (50 words or less)

Why is your organization requesting office space at this time? (100 words or less)

What student needs does your organization address? (100 words or less)

Does your organization require a physical office to function? Why? (100 words or less)

How does your organization engage with other student groups, departments, or external partners? (100 words or less)

Has your organization explored other office locations on campus? If so, please list the other locations that have been explored.

Does your organization require space in the Tivoli Student Union specifically? If so, why? (100 words or less)

Is there anything else you would like to share regarding your office space request? (200 words or less)

Please give your space request a score in the rubric below based on the rating scale.

Criteria	Weight	Applicant scoring	Committee scoring
Student-centered impact	25%		
Campus-wide benefit	20%		
Frequency of use	20%		
Operational necessity	15%		
Collaboration & visibility	10%		
Community representation	10%		
TOTAL	100%		

Score	Definition
0	No impact or relevance
1	Minimal impact
2	Somewhat relevant, but low priority
3	Moderately important
4	Strong impact
5	Essential, high-priority

Signatures for approval:

Requestor:

Designated institutional Tivoli space contact:¹

¹ Sydney Pedregon for Community College of Denver; Alex Staneski for Metropolitan State University of Denver; and Sabrina Simurdak for University of Colorado Denver

Tivoli Space Allocation Review

Student-centered impact (25%): Measures how directly the office/space would serve and benefit students. Groups providing essential services, advocacy, support, or community-building opportunities will score higher.

Campus-wide benefit (20%): Assesses the breadth of impact across the student population. Groups that serve a large and diverse student audience (rather than a niche or exclusive group) receive higher priority. (How many institutions is this service/program open to?)

Frequency of use (20%): Looks at how often the space will be actively used. Groups with daily or frequent office activities receive higher priority than those that meet occasionally or seasonally.

Operational necessity (15%): Evaluate whether the group *requires* a physical office to function effectively and whether or not it should be housed in the Tivoli Student Union. Groups with critical in-person services score higher than those that can function remotely or in shared spaces. Academic functions (i.e. department offices, classrooms) are best served elsewhere on campus.

Collaboration & visibility (10%): Assesses how the group's presence in the student union contributes to cross-campus partnerships, engagement, and community-building. Groups that facilitate collaboration among students, staff, and external organizations rank higher.

Community representation (10%): Measures the extent to which the group represents or advocates for all campus community members including but not limited to historically marginalized or underserved communities.

Tivoli Space Request Response Form:

Date:

Program/Group name:

Will space be allocated to this group in the Tivoli Student Union?

Yes What space will be allocated to group in the Tivoli Student Union?

Lease duration:

Lease rate:

Committee reasoning for decision: