# Today’s Date

**To:** Idaho Student Union Board

**From:** (Your name & name of your organization) \_

**Subject:** ISUB Renovation or Utilization Proposal

This document issues your formal proposal for an ISUB space utilization or renovation.

# Proposal Applications Should Include

* Document Outlining Space Request
  + History of Space
  + Justification for Proposed Change
  + Financial Solution
* Proposal Presentation Slides
* ISUB Renovation or Utilization Proposal Form (this Document)
* Letters of Support (Recommended but not Required)

# Proposal Application Timeline

|  |  |
| --- | --- |
| **Action** | **Timeline** |
| Proposal Period Open | February 7– March 8, 2024 |
| Preliminary Review | March 18—March 22, 2024 |
| Presentation of Proposals | March 25, 2024 |
| ISUB Board Reviews Proposals | March 26 – April 5, 2024 |
| ISUB Board will submit Recommendations to UIdaho President and AVP of Finance and  Administration | April 8, 2024 |
| Issue formal Initial Notice to proposer that the ISUB Board has recommended your  proposal | April 15, 2024 |

Please see the tab under Governing Documents on ASUI section of UI Website for more information. ISUB proposals will be categorized as either a Utilization proposal or Renovation proposal.

|  |  |
| --- | --- |
| UTILIZATION | RENOVATION |
| Changing the purposed use of vendor, office, or common space where there is alteration of vendor contracts or financial impact  greater than $1000 | Consist of aesthetic changes, structural changes, furnishing additions/remodels with impacts greater than $1000 for **public**  **spaces**. |

Please Check Applicable Boxes:

* Space Utilization Request ☐ Space Renovation Request

Name of Office or Organization:

Point of Contact for Proposal

Name:

Email:

Phone:

Current Office Location (if applicable)

Please send completed application to [**isub@uidaho.edu**](mailto:isub@uidaho.edu) by application deadline. If you have any questions, please reach out to the ASUI Director of Student Spaces.

https:[//w](http://www.uidaho.edu/current-students/student-involvement/asui/governing-documents/isub-board)ww[.uidaho.edu/current-students/student-involvement/asui/governing-documents/isub-board](http://www.uidaho.edu/current-students/student-involvement/asui/governing-documents/isub-board)