

**UNIVERSITY OF KENTUCKY
REQUEST FOR STORAGE SPACE**

REQUEST FOR STORAGE SPACE

This completed form is to be forwarded through the sector representative to the Real Property Division, Attention: Campus: 224 Peterson Service Bldg., 0005, Lexington: 518 Oldham Court, Lexington, KY-40502.

Department:

Contact Person:

Phone #:

Account Number to Be Charged for Space:

Requested Square Footage:

Date Space Needed:

Items to be Stored:

The warehouse, to be used for storage, is located on Price Road. Wire cages will be constructed with a minimum of 414 square feet. Approximate time for completion of the cage is two to five days after a signed request is received in the Real Property Office and owner is notified of the need.

The using department will be responsible for providing a lock for the cage and the key will remain with the using department. The department will be responsible for contacting Risk Management to inquire about insurance to cover items to be stored. The property is easily accessible and 24 hour security is provided.

The cost is \$2.25 per square foot. The department will provide the Real Property Office with an account number for the purpose of processing rental payments.

Give me a call if you have any questions.

Sector Authorization

Date

Phone #

*Real Property Division, Campus Mail: 224 Peterson Service Bldg., 0005, Phone: 257-8649, FAX: 243-0225
Lexington Mail: 518 Oldham Court, Lexington, KY-40502*