

Space Request Frequently Asked Questions

Q. Why do I have to fill out a Space Request form?

A. A Space Request form is required if you are requesting the use of any County Owned or Leased Facility.

Q. What is the process after I submit my Space Request?

A. Upon completion and execution of this Space Request form please email your completed form to: space.request@faf.sccgov.org,

Q. What supporting documentation should I send with my Space Request?

A. Based on your request you are welcome to include any supporting documents you feel are necessary with your submission of the Space Request form to space.request@faf.sccgov.org.

Q. When should I submit my Space Request?

A. Your Space Request should be submitted at a minimum 2-3 months prior to your scheduled event/date you seek to use the identified County facility.

Q: How often does the Administrative Space Planning meet?

The Space Committee meetings are typically held every 2nd and 4th Thursday of the month.

Q. Who do I contact if I have not received a response to my request?

A. Please contact space.request@faf.sccgov.org and include your contact information to be contacted and provided with an update.

Q. Who reviews my Space Request?

A. Your request will be reviewed by the Administrative Space Planning Committee which is comprised of members from different County departments. The Space Committee meeting allows discussion per request for internal or external submissions.

Q. Can I speak at the Administrative Space Planning meeting?

A. Yes! You are welcome to represent your request and answer any questions the Administrative Space Planning Committee may have.

Q. How will I know if I am on the agenda?

A. Once a completed Space Request has been received and reviewed you will be provided with a confirmation as to the date, time and location of the Administrative Space Planning Committee meeting your request will be heard.

Q. Who decides if my Space Request is approved or denied?

A. Your request is considered by the Administrative Space Planning Committee.

Q. If I don't attend the meeting or have a representative to attend, will my Space Request be rejected?

A. No, this is not a requirement. It is encouraged to have a representative available, in case questions arise.

Q. What happens next if my Request is approved?

A. A County representative will be assigned to work on your request and will provide you direction on the next steps.

Q. How do I cancel my Space Request?

A. Please contact space.request@faf.sccgov.org or your assigned County representative to notify them that you are withdrawing your request.

Q: Why are the comment boxes so small?

A: The comment boxes are dynamic and will expand to fit the size of the information entered

Q: Why is the dynamic comment box not expanding?

A: The box will expand once you have completed filling out the information and click out of the box.

Q: How much am I able to type in the box?

A: Unless directly indicated the character limit per each comment box is limited to 500 characters.