

**APPLICATION FOR CHANGE OF USE OF EDUCATIONAL SPACE**  
**2012-2013 SCHOOL YEAR**

County: Union District: Union Township Board of Education  
School or Building: Union High School  
Address of School: 2350 North Third Street  
Original Use: Library office Proposed Use: Computer Lab

**Submit the following with this application:**

1. A building floor plan showing the location of the space(s) to be changed.
2. An educational description of the new use.
3. A description of any work to be done.
4. A sketch of the room(s) on an 8 1/2" X 11" sheet of paper indicating:
  - location of air supply and exhaust
  - direction of door swing
  - listing of all fixed/moveable furniture/equipment and amount of floor space each occupies.
5. Fill in details for each item listed below
  - dimensions, and total gross area in square feet \_\_\_\_\_
  - ceiling height \_\_\_\_\_
  - type of flooring \_\_\_\_\_
  - foot-candles of light \_\_\_\_\_
  - description of door hardware \_\_\_\_\_
  - number of occupants: students \_\_\_\_\_ teacher and/or aides \_\_\_\_\_

Upon receipt of the above information, we will advise you as to whether or not your request can be approved by the County Office or whether formal plans are to be submitted to the Office of School Facilities Financing by a licensed architect or registered engineer.

The Board of Education approved the Change of Use Application for the 2012 - 2013 school year on \_\_\_\_\_ (Date).

**\*\*\*A COPY OF RESOLUTION FROM MINUTES MUST BE ATTACHED\*\*\***

Certified by: \_\_\_\_\_ (Chief School Administrator) \_\_\_\_\_ (Date)  
\_\_\_\_\_  
(School Business Administrator) \_\_\_\_\_ (Date)

**FOR EXECUTIVE COUNTY SUPERINTENDENT'S USE ONLY**

Date of Inspection by County Office: \_\_\_\_\_ Inspected by: \_\_\_\_\_  
Included in Long-Range Facility Plan: Yes \_\_\_\_\_ No \_\_\_\_\_  
Beginning with the 2011 - 2012 school year, approval: is granted \_\_\_\_\_ is not granted \_\_\_\_\_  
subject to the following conditions: \_\_\_\_\_  
\_\_\_\_\_  
(Executive County Superintendent) \_\_\_\_\_ (Date)