**Private Use Space Request Form**

Space is a valuable asset, often requested or needed by competing interests within the University. It is the responsibility of the University to be cognizant of the best and highest use of available space, and space assignments. Research space assignments will be made by the Provost and Research office.

Prior to agreeing that lease to a private entity does indeed advance campus goals, the following must be understood and conveyed in the Private Use Space Request Form.

1.       A faculty member or staff member making a request for space rental on behalf of a private sector concern, must complete all applicable sections of Form. If necessary, provide additional detailed explanation as to the nature of the request

2.       Any Dean or Director with direct control of the space being requested must sign the form. Signature indicates agreement that the space will be returned to campus use before similar space is requested or can be provided to the Dean/Director’s unit.

3.       After meeting the above requirements, the Form should be forwarded to the Director of Office of Contracts and Grants and to the director of the Boulder Office of Technology Transfer for review of any conflicts of interest and intellectual property issues.

 4.       Pending approval by those parties, the request will be routed to the Director of Real Property Asset Management, for lease preparation.

5.       Any lease will be subject to the terms of the Director of Real Estate Services at rates established by the Real Estate Services Director.  Space rented may be required to be demised and clearly separable from the space and activities of all other research units. The rental revenue will be split, the department will receive 30% and the Provost’s office will receive 70% of the total revenue generated from leasing of the space.

6. All request for private rental of CU Research Space must be submitted to Real Estate Services via email to [Steven.Stasica@Colorado.EDU](mailto:Steven.Stasica@Colorado.EDU) . You may also email Rebecca Fell, Director of Real Property Asset Management, [Rebecca.Fell@Colorado.EDU](mailto:Rebecca.Fell@Colorado.EDU) with any questions or concerns.

**Request for Lease of Campus Space to Private Entity Form**

SUBMITTED BY:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College or Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEAN OR DIRECTOR approval of request: (Signature indicates agreement that the space will be returned to campus use before similar space is requested or can be provided to the Dean/Director’s unit)

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESCRIPTION OF NEED AND TIME TABLE:

|  |  |  |
| --- | --- | --- |
| **Information Needed** |  |  |
| What is the general request? | General nature of use and specific activities to be conducted in space. Please include how the use of space will advance university objective as well as the connection between requestor, university and company (may include attachment) |  |
|  | Why can this work not be accomplished through a sponsored research agreement (managed through OCG)? |  |
| Premises Answer each specifically | * Building name * Room number * Sq ft requested * Number of people who will be using space * Commencement Date * Term of use |  |
| Use of Premises | * Office * Lab * Office and Lab |  |
| What will be used? (provide details) | * Lab equipment * Supplies (towels, gases, other, etc.) * How will the cost for use of these items be covered? |  |
| Export control | * Activities in this premise subject to export controls * Work to be done subject to export controls |  |
| Intellectual Property | * Will any new IP be generated? * Does the work relate to any existing CU IP? |  |
| Is any of the work considered proprietary or confidential? | * Other activities in the space * Work to be done * If so, how will the confidentiality be maintained? |  |
| Relationship between company and CU? | * What is connection between requestor and company? * Any sponsored research projects between CU & company? * Does CU have any ownership or royalty rights? * Any other connection? |  |
| Company personnel | Does company employ or utilize any CU personnel? If so, list names and nature of relationship |  |
| Is there a reason this work can’t be done as sponsored research project? | How is this activity separate and distinct from a CU SR project? |  |
| Is updated DEPA on file? | Confirm that DEPA is current |  |
| Technology Transfer Office (TTO) MOU  Completion | Is TTO Supplement to MOU attached with this request? |  |

**Vetting and Approvals**

**REAL ESTATE SERVICES**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rebecca Fell, Director of Real Property Asset Management

Real Estate Services

**THE OFFICE OF CONTRACTS AND GRANTS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Denitta Ward, Director Office of Contracts and Grants

**THE OFFICE OF TECHNOLOGY TRANSFER**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brynmor Rees, Director Boulder Office of Technology Transfer

**OFFICE OF PROVOST AND EXECUTIVE VICE CHANCELLOR ACADEMIC AFFAIRS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

William Kaempfer, Vice Provost and Associate Vice Chancellor for Budget and Planning