

## 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. Space is assigned by the Office of the Provost, in alliance with the Dean of the associated College and the associated Department/Unit. Before agreeing that a 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 requesting space rental on behalf of a private sector entity must complete all applicable sections of this form. If necessary, provide an additional detailed explanation as to the nature of the request.
2. For private entities that are affiliated with University employees, approval from the employee's Department Chair, as well as their Dean or Director, is required.
3. The Dean, Director, or person with direct control of the space being requested, must also sign the form. Signature indicates agreement that space will be returned to campus use before a similar space is requested or can be provided to the Dean or Director's unit.
4. After meeting the above requirements, Real Estate Services (RES) will route the request for approval through Facilities Management's PD&C Office, the Office of Export Controls, the Office of Conflicts of Interest & Commitment, the Campus Controller's Office, the Office of Contracts & Grants, Venture Partners, and the Academic Resource Management Office, for review of any conflicts of interest, intellectual property issues, and financial compliance.
5. Upon approval by those parties, the request will be processed by RES for lease preparation.
6. Any lease will be subject to the terms and rates established by RES. Leased space may be required to be demised and separable from the space and activities of all other research units. Included in the rental rate is a 10% Administrative Fee which will be allocated to RES for facilitation and management of the lease agreement. All remaining rental revenue will be allocated as agreed upon by the Provost Office.
7. Completed Private Use Space Request Form must be submitted to RES via email to [Nick.Feathers@colorado.edu](mailto:Nick.Feathers@colorado.edu)

*Please Note:* The use of lab equipment is not included in leases. For lab equipment rental requests, please contact the **Office of Contracts and Grants** at [ocgservicecontracts@colorado.edu](mailto:ocgservicecontracts@colorado.edu).

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

### SUBMITTED BY:

Name of Individual: \_\_\_\_\_ Title: \_\_\_\_\_

On Behalf of (Private Entity Name): \_\_\_\_\_

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

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

Email & Phone #: \_\_\_\_\_

### DEPARTMENT CHAIR approval:

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

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

### DEAN or DIRECTOR approval:

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

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

### Building Dean/Director/Delegate approval to conform with space requirements: (required)

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

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

Information Needed		
Reason for Request	New Lease <input type="checkbox"/> Renewal Only <input type="checkbox"/> Renewal and/or expansion <input type="checkbox"/>	
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)	<ul style="list-style-type: none"><li>• Building name</li><li>• Room number (Please include new and renewal space)</li><li>• Sq. ft. requested</li><li>• Number of people expected to be using space</li><li>• Commencement Date</li><li>• Term of use</li></ul>	
Use of Premises:	<ul style="list-style-type: none"><li>• Office, Lab, Both?</li><li>• Please list the names and titles of all people that will be accessing the premises</li></ul>	

<p>What will be used? (provide details)</p>	<ul style="list-style-type: none"> <li>• Lab equipment/Supplies (towels, gases, other, etc.)</li> <li>• Are you planning on using any tagged equipment?</li> <li>• How will the cost for use of these items be covered?</li> </ul>	
		<p><b><u>Yes or No</u></b></p>
<p>Export controls:</p>	<ul style="list-style-type: none"> <li>• Will the results of the proposed activity generate anything proprietary, a prototype device or final product, or be incorporated into an existing product?</li> <li>• What are the uses/applications of the work?</li> <li>• Does CU have any ownership or royalty rights?</li> <li>• Does the proposed activity involve any product design, development, production, manufacturing, modification, enhancement, testing, repair, and/or characterization?</li> <li>• Will you/the company furnish, access, or generate any item, technology, processes, methods, design, recipes, cook-books, layouts, codes, etc. in a CU laboratory?</li> <li>• Does the proposed activity involve any technology subject to a license agreement?</li> <li>• Is any aspect of the proposed activity within the CU environment related in any way to a U.S. Department of Defense activity (e.g. research)?</li> <li>• Will the proposed activities involve the handling or generation of Controlled Unclassified Information (CUI)?</li> <li>• Will the proposed activity require implementation of controls on the laboratory environment to protect technical data or know-how from unauthorized access or disclosure?</li> </ul>	

	<ul style="list-style-type: none"> <li>• Does the Company employ any non-US Citizens? If yes, please list the names</li> <li>• Will any activities be performed by, or on behalf of a foreign person, wherever located?</li> <li>• What is the resulting information, product, or research of your/the company's proposed activities?</li> </ul>	
Intellectual Property:	<ul style="list-style-type: none"> <li>• Will any new IP be generated?</li> <li>• Does the work relate to any existing CU IP? If yes, please explain</li> </ul>	
Is any of the proposed activity within the CU Environment considered confidential, or cannot be made public?	<ul style="list-style-type: none"> <li>• Other activities in the space</li> <li>• Work to be done</li> <li>• If so, how will the confidentiality be maintained?</li> </ul>	
Relationship between company and CU?	<ul style="list-style-type: none"> <li>• What is connection between requester and company?</li> <li>• Any sponsored research projects between CU &amp; company? If yes, please explain</li> <li>• Does CU have any ownership or royalty rights?</li> <li>• Any other connection?</li> </ul>	
Company personnel:	Does company employ or utilize any CU personnel? If so, list name(s) and title(s).	
Is there a reason this work can't be done as sponsored research project?	How is this activity separate and distinct from a CU Sponsored research project?	
Is updated DEPA on file?	Is DEPA is current?	<input type="checkbox"/> YES <input type="checkbox"/> DEPA N/A
Conflict of Interest (COI) MOU Completion:	A COI management plan is required. If applicable, please confirm that a management plan is in place.	<input type="checkbox"/> Yes, a current COI Management Plan is on file
		<input type="checkbox"/> COI Management Plan N/A
Animals	Does the use of space involve the use of animals?	<input type="checkbox"/> Yes, Please describe on a separate page
		<input type="checkbox"/> N/A – no animals involved

Environmental Health and Safety	
<p>Will the space be used as a lab or shop?</p> <p>For example, wet lab, dry lab, maker space, machine shop, vivarium, clean room.</p>	
<p>Will hazardous materials be used or stored? This includes chemicals, gases, biological materials (including insects and plant), live animals, and radioactive materials (including x-ray producing equipment) If yes, provide an inventory of materials and operating procedures are required. Additional regulatory requirements may apply.</p>	
<p>Will any special equipment be used? For example, lasers, 3D printers, x-rays, microscopes, rotary evaporators, centrifuges, ovens/heaters, incubators, fume hoods, autoclaves, biosafety cabinets, motors, soldering)</p>	
<p>Will any building renovations be required?</p> <p>For example, moving walls, floors, ceilings; adding plumbing or HVAC, removing conduit and ducting, installing electrical circuits, etc.</p>	
<p>Will any equipment or utilities be needed that may increase air emissions?</p> <p>For example, boilers, emergency generators, compressors, vacuum pumps, chillers, , etc.</p>	
<p>Will any water be discharged to the sanitary sewer, storm sewer, or soft scape?</p>	
<p>Will any activities be performed outdoors or materials stored outdoors?</p>	
<p>Will any oil-containing vessels or tanks storing &gt; or = to 55 gallons of oil be installed?</p>	

**Vetting and Approvals**

**DEAN OR DIRECTOR**

Date

**REAL ESTATE SERVICES**

Date

Steven Stasica, Director of Real Estate Services

**OFFICE OF SPACE OPTIMIZATION, PD&C**

Date

Kevin Griffin, Director of Space Optimization

**OFFICE OF EXPORT CONTROLS**

Date

Review

**OFFICE OF CONFLICTS OF INTEREST & COMMITMENT**

Date

Paul S. Myers, Director of Conflicts of Interest and Commitment

**OFFICE OF CONTRACTS & GRANTS**

Date

Alexa Van Dalsem, Director, Office of Contracts and Grants

**EH&S**

Date

Holly Gates-Mayer, Associate Vice Chancellor for EH&S

**VENTURE PARTNERS AT CU BOULDER**

Date

Bryn Rees, Associate Vice Chancellor for Research & Innovation and Managing  
Director, Venture Partners

**OFFICE OF THE PROVOST AND EXECUTIVE VC FOR ACADEMIC AFFAIRS**

Date

Zach Tupper, Assistant Vice Provost for Academic Resource Management

**CAMPUS CONTROLLER'S OFFICE**

Date

Julie deFalco, Campus Controller