

Procedure to Lease Off-Campus Space

1. Any academic unit contemplating the rental of off-campus space must work with their Dean or Institute Director in preparing the following request form. This request form should identify property specifications and means of payment (funding source).
2. The Dean/Institute Director must request approval from the Office of Provost and from the Assistant Vice Chancellor of Planning, Design & Construction (AVC of PDC) to obtain their approval in order to lease space off-campus. If the unit is funded by the General Fund, then this request must also be approved by the Vice Chancellor and CFO prior to engaging the state broker. The Provost's Office and PDC will determine if the request is consistent with the campus space and strategic plans. Additional approvals will be required by the Office of Export Controls, and the Campus Controller's Office.
3. This request form, along with written approvals from the Office of the Provost and the AVC of PDC should be submitted to Real Estate Services (RES) who will work with the state broker to find appropriate space.
4. Once space is agreed upon, the state broker and RES will negotiate lease terms and draft a lease for review and execution. The Campus Controller's Office will sign the lease in approval of the funding source. The leasing unit will receive an executed copy.
5. The leasing unit will submit a Standing Purchase Order (SPO) in Marketplace, including a copy of the fully executed lease agreement.
6. Please be sure to consider and budget for expenses outside of rent. These expenses may include cabling, telephone/ Internet services (specifically OIT's cost to provide service and installation to the leased space), moving costs, furniture costs, and other costs that may apply. The department or personnel that oversees these areas will be able to walk you through the process and provide a cost estimate.
7. Please complete the attached form and submit via email to Nick Feathers, Real Estate Services, at Nick.Feathers@Colorado.edu Attach additional sheets if more information will be helpful. If you have any questions, please call 303-492-6883.

OFF-CAMPUS SPACE REQUEST FORM

For Additional Space, New Leased Space, or Renewal of an Existing Lease

Department & College: _____

Current Facility: _____

Address: _____

Use (Office, Lab, Academic, or combination): _____

Square Feet: _____

Current Base Rent: _____

Current Additional Rent: _____

Lease Expiration Date: _____

Current # FTE: _____

Shared Space: YES ☐ NO ☐

Additional Information: _____

Preferred Location: _____

Proposed # FTE: _____

Proposed Monthly Rent: _____

Term: _____

Configuration Requirements: _____

Any Special Needs or Consideration: _____

Means of Payment: _____

SPEEDTYPE (TO BE USED FOR RENTAL PAYMENTS): _____

Program Contact(s)

Name: _____

Telephone: _____

Email: _____

Request for Lease of Off Campus Space Form

SUBMITTED BY:

Name: _____

Title: _____

Department: _____

College/Unit: _____

Email & Phone#: _____

DEPARTMENT CHAIR approval:

Print Name: _____

Signature: _____ Date: _____

DEAN or DIRECTOR approval:

Print Name: _____

Signature: _____ Date: _____

Information Needed		
Reason for Request	New Lease <input type="checkbox"/> Renewal <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 objectives. How will you be handling expenses not associated with rent? Please refer to section 6 above for examples of these types of expenses.	
Premises: (Answer each specifically)	<ul style="list-style-type: none">• Preferred Location (Please include the building and all room numbers)• Sq. ft. requested• Number of people expected to be using space• Desired Commencement Date• Desired Term length	
Use of Premises:	<ul style="list-style-type: none">• Office• Lab• Warehouse• Other	

<p>Export Controls</p>	<ul style="list-style-type: none"> • Will the results of the proposed activity generate anything proprietary, a prototype device or final product, or be incorporated into an existing product? • Does the proposed activity involve any product design, development, production, manufacturing, modification, enhancement, testing, repair, and/or characterization? • Does the proposed activity involve any technology subject to a license agreement? • Is any aspect of the proposed activity within the space related in any way to a U.S. Department of Defense activity (e.g. research)? • Will the proposed activities involve the handling or generation of Controlled Unclassified Information (CUI)? • Will the proposed activity require implementation of controls on the laboratory environment to protect technical data or know-how from unauthorized access or disclosure? • Will any activities be performed by, or on behalf of a foreign person, wherever located? If so, please list their names. • What is the resulting information, product, or research of the proposed activities in the space? • What are the uses/applications of the work? 	
<p>Confidentiality</p> <p>Is any aspect of the proposed activity in the space considered confidential, or cannot be made public?</p>	<ul style="list-style-type: none"> • Other activities in the space • Work to be done • If so, how will the confidentiality be maintained? 	

Academic Delivery	If students will use this space, how does the requesting party ensure access to and activities within are safe? How does the requesting party manage liability waivers?	
Academic Delivery	In this space, will it be possible for students to complete 50% or more of the courses in an educational program leading to a degree, certificate, or other recognized academic credential?	
Academic Delivery	Does the requesting party anticipate the course work delivered in this space will increase over time?	
Academic Delivery	Requesting party acknowledgment that if activities on this property do not comply with codes, laws, or CU policies and procedures, use will be terminated and the requesting party will be fiscally accountable for any lost rent or fees.	

Approvals

<hr/> Dean or Director of Institute	<hr/> Date
<hr/> Holly Gates-Mayer, Assistant Vice Chancellor, EH&S	<hr/> Date
<hr/> Stacy Lindholm, Owner's Representative for Planning, Design & Construction	<hr/> Date
<hr/> Zach Tupper, Assistant Vice Provost for Academic Resource Management	<hr/> Date
<hr/> Brian Lindoerfer, Assistant Vice Chancellor for Facilities Management	<hr/> Date
<hr/> Office of Export Controls	<hr/> Date
<hr/> Julie deFalco, Campus Controller	<hr/> Date
<hr/> Derek Silva, Associate Vice Chancellor for Business Strategy	<hr/> Date

UNIVERSITY OF COLORADO BOULDER - REAL ESTATE SERVICES – LEASE OFF CAMPUS SPACE

