



1540 30th Street
444 UCB
Boulder, Colorado 80309-0444
(303) 492-6883
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Satellite Café Request Form

Please complete this form and submit to Real Estate Services by emailing RealEstateServices@Colorado.EDU. If you have any questions, call 303-492-6883.

1. Location of café: _____

2. Campus Dining Services Offers café services and amenities, are you interested in working with them at this location? yes or no
3. Total square footage required for operation: _____
4. Duration of operation e.g. yearly ☐ monthly ☐ or specify _____
5. Type of service e.g. full service ☐ grab and go ☐ coffee bar
6. Hours of operation _____
7. Taking over existing establishment ☐ or Renovation ☐ or New building ☐
8. Specify the party responsible for financing / set up / renovation / new building:

9. Party responsible for café / building operating budget / expenses: Tenant ☐ and/or ☐ Department (the pro rata share of the building operating budget by the general fund).
10. Renewal terms/options desired: _____

Note: Bidding café service will be done by CU Procurement Services. The successful bid will be sent to RES to facilitate and draft a lease between the bidder and the University of Colorado Boulder.

Attachments: Satellite café policy and procedures: General rule and regulations