

## **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 Real Estate Services, at [realestateservices@colorado.edu](mailto:realestateservices@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:** \_\_\_\_\_

**Timing:** \_\_\_\_\_

**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?	<p>General nature of use and specific activities to be conducted in space. Please include how the use of space will advance university objectives.</p> <p>How will you be handling expenses not associated with rent? Please refer to section 6 above for examples of these types of expenses.</p>	
Premises: (Answer each specifically)	<ul style="list-style-type: none"> <li>• Preferred Location (Please include the building and all room numbers)</li> <li>• Sq. ft. requested</li> <li>• Number of people expected to be using space</li> <li>• Desired Commencement Date</li> <li>• Desired Term length</li> </ul>	
Use of Premises:	<ul style="list-style-type: none"> <li>• Office</li> <li>• Lab</li> <li>• Warehouse</li> <li>• Other</li> </ul>	

<p>Export Controls</p>	<ul style="list-style-type: none"> <li>• Is any aspect of the proposed activity in the space considered confidential, or cannot be made public? If so, how will the confidentiality be maintained?</li> <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>• Does the proposed activity involve any product design, development, production, manufacturing, modification, enhancement, testing, repair, and/or characterization?</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 space 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> <li>• Will any activities be performed by, or on behalf of a foreign person, wherever located? If so, please list their names.</li> <li>• What is the resulting information, product, or research of the proposed activities in the space?</li> <li>• What are the uses/applications of the work?</li> </ul>	<p><u>Yes or No</u></p>
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<p>Is any of the work considered proprietary or confidential?</p>	<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>	
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## Approvals

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Dean or Director of Institute

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Date

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Stacy Lindholm, Owner's Representative for Planning, Design & Construction

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Date

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Zach Tupper, Asst. Vice Provost for Academic Resource Management

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Date

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Derek Silva, Associate Vice Chancellor for Business Strategy

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Date

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Thomas Sawicki, Senior Export Controls Analyst

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Date

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Vicki Nichol, Controller

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Date

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Todd Haggerty, Sr. Vice Chancellor & Chief Financial Officer, Finance and Business Strategy

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Date

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

