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### **Procedure to lease Campus Space for Internal Entities and Request Form**

1. Any academic or departmental unit contemplating rental of Real Estate Services (RES) space must work with their Dean or Director in preparing a request (see request form next page). The request should identify space requirements and means of payment.
2. The completed request form should be submitted to RES who will work with the requesting unit to determine if appropriate space is available with the RES portfolio.
3. Once space is agreed upon, RES and department will determine the terms and draft a Memorandum of Understanding for review and execution. The leasing unit will receive an executed copy.
4. All requests for use or rental of RES space must be submitted to RES via email to [Kimberly.Pepitone@Colorado.EDU](mailto:Kimberly.Pepitone@Colorado.EDU) or [Steven.Stasica@Colorado.EDU](mailto:Steven.Stasica@Colorado.EDU) or by using the 'SUBMIT' button at the end of this form (compatible with Internet Explorer).
5. The list of vacancies can be found at: <http://www.colorado.edu/res/vacancies>

## Campus Space for Internal Entities Request Form

SUBMITTED BY:

1. Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Department/Organization: \_\_\_\_\_  
 College or Unit: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

2. Funding Source for Rental Payment:

Print Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 SpeedType to be used for monthly rent JE: \_\_\_\_\_

3. Billing Contact:

Print Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

### DESCRIPTION OF NEED AND TIME TABLE

ITEMS	RESPONSES
<p><b>1. Type of space requested</b></p> <ul style="list-style-type: none"> <li>• Office</li> <li>• Lab</li> <li>• Clinical</li> <li>• Teaching</li> <li>• Warehouse/storage</li> </ul> <p>If office, please indicate position(s) that will occupy the office(s).</p>	<p>(List all types)</p>

<p>2. Description of specific space need and timeline.</p> <ul style="list-style-type: none"> <li>• Location</li> <li>• Square footage &amp; configuration</li> <li>• Estimated number of rooms, square footage</li> <li>• Special requirements such as parking, EH&amp;S, ADA, etc).</li> </ul>	
<p>3. Purpose</p> <ul style="list-style-type: none"> <li>• New program</li> <li>• Expansion</li> <li>• Relocation</li> </ul>	
<p>4. Additional Information</p>	

For Office Use Only:

Vetting and Approvals

Requesting Entity:

\_\_\_\_\_

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

Funding Source:

\_\_\_\_\_

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

Real Estate Services:

\_\_\_\_\_  
Rebecca Fell, Director of Real Property Asset Management

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