



Department of Real Estate Services

1540 30th Street
444 UCB
Boulder, Colorado 80309-0444
(303) 492-6883
FAX: (303) 492-6448

Satellite Café Request Form

Please complete this form and submit to Real Estate Services via the 'SUBMIT' button below (compatible with Internet Explorer) or by emailing RealEstateServices@Colorado.EDU. If you have any questions, call 303-492-6883.

1. Location of café: _____

2. Total square footage required for operation: _____
3. Duration of operation e.g. yearly monthly or specify _____
4. Type of service e.g. full service , grab and go , coffee bar .
5. Hours of operation _____
6. Taking over existing establishment or Renovation New building
7. Specify the party responsible for financing / set up / renovation / new building:

8. 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).
9. 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