In an effort to ensure that adding leased space to the University’s facilities does not become a financial burden and to ensure the viability of the requesting department/program/unit to meet its academic/research objectives as well as the financial liabilities associated with leasing space, the following must be submitted to the University’s Space Management Committee prior to it authorizing the Office of Real Estate to begin the lease acquisition process.

1. Justification – Describe in detail the activities and the expected outcomes should this facility be approved.
2. Size of desired facility.
3. Special equipment to be housed in the facility including:
   a. Size and weight
      i. Owned
      ii. Leased
      iii. Needs to be procured
   b. Special Infrastructure requirements
      i. Power
      ii. Water
      iii. Gas
      iv. Air
      v. Data
      vi. Other
4. Space Program
   a. Number of Offices
      i. Private
      ii. Semi-private
      iii. Modular furniture
   b. Conference room(s)
      i. Capacity
   c. Labs
      i. Instructional
         1. Capacity
      ii. Research
         1. Size
   d. Other
5. Faculty, staff and students
   a. Number of associated faculty
      i. Current by name
      ii. New lines requested
b. Number of staff  
i. Current by name  
ii. New lines requested  
c. Students  
i. Type  
ii. Funding source  

6. Funding  
a. Detailed Operating Budget with yearly total  
b. Source  
i. Departmental  
   1. Existing  
   2. To be requested  
ii. College  
   1. Existing  
   2. To be requested  
iii. Research Supported  
   1. Past 3 years research expenditure history  
c. Construction/Relocation Funding Available  

7. Proposed Location  
a. On-Campus  
b. Off-campus  
i. Owned Space  
ii. Leased Space  
   1. Funding source for lease  

Respectfully submitted: ________________________________ Date: ________________  

(Name)  

______________________________  

(Title)  

Supporting Budget Code: ________________________________  

The undersigned recommends approval of this department/program/unit’s request to lease space. In the event they are unable to meet the financial obligations associated with leasing space my college/department/program/unit will meet the obligations until such time as the lease terminates or can be cancelled.  

Recommend Approval: ________________________________ Date: ________________  

(Name)  

______________________________  

(Title)  

Supporting Budget Code: ________________________________