



Request to Lease Space

Existing, Cornell-owned space must be utilized as effectively as possible in order to support desired growth. Any endeavors that require additional space should be addressed first within a unit's current allocation, then within the unit's lead college or division. Leasing space should only be considered when the programmatic circumstances merit an off-campus location.

Any interest in pursuing leased space, including identification of properties, discussions with property managers or owners, the completion of a Request to Lease Space, etc. as fully detailed in the [Leased Space Approval Process](#), must be coordinated by the Cornell unit through the Unit Facilities Director or College Officer working directly with Cornell University Real Estate. Units should not approach property owners or managers directly. This Request to Lease Space should be authorized through proper governance before the Real Estate office engages in negotiations.

This form documents an expected or impending need for space that will exceed one year by an academic or administrative unit of the University that cannot or should not be met within the existing college or division allocation. A unit should complete this form as soon as it identifies a potential need to occupy new space.

This request will be reviewed by the Director of Capital & Space Planning and then directed to the Space Use Advisory Committee and/or the Provost for final review and comment.

Directions for Completing Form: Respond to the requested information by inserting supporting text after each inquiry. Responses for each inquiry may use additional space as needed. Needs vary tremendously and a one-size-fits-all form will not work perfectly in all situations. Not every question may apply to every situation, and some questions require longer responses than others. The unit completing the form understands the need best, so should make a best effort to record the need.

Send the completed form and any relevant attachments to: Director of Capital & Space Planning, Suite 440 Day Hall or spaceplanning@cornell.edu. Call (607-255-2557) or e-mail with questions.

Part I: Requestor/Unit Contact Information *(Complete for all requests)*

[Person who should serve as primary contact for Space Planning]

Name:

Phone:

Department/Unit; College/Division:

Email:

Part II: Desired Space *(Complete for all requests)*

Request is for: *(check one)*

A. Lease in a Cornell-owned facility; if yes, which facility: _____

B. Lease in an externally-owned facility that already has at least one Cornell tenant; if yes, which facility:

C. Cornell Cooperative Extension or other extension office anywhere in New York State for 1-2 people

D. Cornell international program for housing or office space outside the US

E. Cornell unit for housing to support faculty or staff outside of Ithaca, only 1 or 2 units

F. Cornell unit for housing to support visitors to Ithaca, only 1 or 2 units

G. Storage space

If any option above is checked, please complete Section III, then continue to Section VII

H. Other (any situation not specifically listed above)

For any "other" situation, please skip Section III, complete Section IV and all remaining sections

Part III: Identify Need and Desired Solution *(complete this section for only options A-G above; proceed to Part IV for option H). Briefly describe the programmatic need for the space and the preferred solution to the extent that it is understood.*

Part IV: Purpose of Request *(complete this section and all following sections if you selected Part II, option H)*

- A. Briefly describe: 1) the programmatic need for space, 2) why existing unit-assigned space is insufficient, and 3) why this need requires the use of leased space.

- B. What are the benefits (programmatic, financial, etc.) that will occur as a result of having the request granted?

- C. What will be the negative impact of not being assigned this request?

Part V: Space Need Description *(complete this section if you selected Part II, option H)*

- A. Identify the effective date and the length of the need. Identify any other timing needs (e.g., need to move during semester break, in coordination with another activity, etc.).

- B. Describe the type(s) of room requested and how the space will be used. Attach a spreadsheet or other supporting materials as needed. Helpful details include:
 - i. Room Use Description (e.g. reception, faculty or staff office, workroom, conference room, storage, teaching lab, research lab, research or teaching support space, departmental classroom, etc.).

 - ii. Number of Occupants.

 - iii. Type of Occupants (e.g. faculty, staff, T/A, R/A, or other non-Cornell constituents, etc.; include occupant titles and whether new hire(s) or existing employee(s), etc.).

- C. List any special requirements of the space requested (e.g., location, access, equipment, adjacencies, etc.).

- D. What, if any, space will be vacated if a new allocation is made?

Part VI: Funding *(complete this section if you selected Part II, option H)*

- A. What is the fund source for the lease costs? [Note: If using grant/award money, please confirm that this is an approved use of the funds and the maximum amount available]
- B. If space is to be used for a grant or award-funded program and/or costs are to be paid by the grant/award, please specify:

Grant/Award Agency: _____
Type of grant: _____
Name/Dept of PI: _____
Amount of grant: _____
Duration: _____
Status: _____

- C. If a donor will fund (all or in part) the lease costs, please describe the circumstances:

Part VII: Supporting Documentation *(Complete for all request, as applicable)*

___ I have attached floor plans, a functional spreadsheet, organizational chart, and/or other documentation to support this request [If yes, please list briefly here]

Part VIII: Approval of Request *(Complete for all requests)*

By signing, the dean/vice president/vice provost asserts that the need requested here cannot be met within existing space controlled by the College/Division and that leasing space is a necessary solution.

Signature of Dean/Vice President/Vice Provost: _____

Printed Name: _____ Date of Approval: ____/____/____

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