UNIVERSITY OF PENNSYLVANIA
REQUEST FOR LEASED SPACE

School / Center Name: ____________________________________________________________

Department / Unit Requesting Lease: ____________________________________________

Approximate Square Footage: _______________________ Usable Sq. Ft. _____________ Rentable Sq. Ft.

PART I - Identification of Facilities-Related Issue:

Which of the following best describes the facilities-related issue your School/Center has identified that requires leased space? (Check more than one if appropriate)

______ Additional space is needed for existing projects/programs/activities.
______ Additional space is needed for new projects/programs/activities.
______ Temporary space required while facility is renovated
______ Displacement from existing space – relocation required.
______ Lease is terminating or up for renewal
______ Other

a) Describe the facilities related issue your School/Center has identified and how leasing space will advance the S/C academic or business plan. Attach all relevant studies, reports and analyses that may clarify and document the programmatic/facilities issues you describe. To the maximum extent possible, use quantifiable information in your description (use additional pages if necessary).

b) What is your estimate of the potential cost (in rough order of magnitude) of leasing the space indicated above? The potential cost includes the total lease obligation (base rent plus operating expenses, taxes & utilities, etc.) as well as any upfront costs for professional fees tenant improvements, furniture fixtures & equipment, cable & wiring and / or move costs.

Requester: ___________________________ Date: ________________
Title: ________________________________ Phone No. ___________ E-mail: ______________________

Project Sponsor: ______________________ Date: ________________
Title: ________________________________ Phone No. ___________ E-mail: ______________________

Approved: ____________________________ Date: ________________
Dean, Vice President, Vice Provost, or Resource Center Director (for all requests)

Approved: ____________________________ Date: ________________
Provost or EVP (for requests > $250K)
REQUEST FOR LEASED SPACE

PART II - Space Definition  (Please complete all sections. Insert “N/A” if not applicable)

<table>
<thead>
<tr>
<th>Date Required:</th>
<th>Desired Lease Term:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired Location of Leased Space (Campus/Other):</td>
<td></td>
</tr>
<tr>
<td>With What Other University Units Does Your Unit Regularly Interact?</td>
<td></td>
</tr>
</tbody>
</table>

Existing Space

<table>
<thead>
<tr>
<th>Location(s) and Amount of Space Currently Occupied:</th>
<th>USF</th>
<th>RSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current address / floor / suite #'s:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Type of Space Currently Occupied:

<table>
<thead>
<tr>
<th>Office</th>
<th>USF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference</td>
<td>USF</td>
</tr>
<tr>
<td>Lab</td>
<td>USF</td>
</tr>
<tr>
<td>Other</td>
<td>USF</td>
</tr>
</tbody>
</table>

If “Other,” Please Describe:

Current Space Occupancy:  

<table>
<thead>
<tr>
<th>Annual</th>
<th>Per USF</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) O&amp;M Allocated Costs:</td>
<td></td>
</tr>
<tr>
<td>b) Total Avg. Lease Obligation*</td>
<td></td>
</tr>
</tbody>
</table>

* Including base rent, operating expenses, utilities and other related costs.

For units currently leasing space:

<table>
<thead>
<tr>
<th>Current Lease Term Length:</th>
<th>Expiration Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal Options Terms:</td>
<td></td>
</tr>
<tr>
<td>Termination Options Terms:</td>
<td></td>
</tr>
<tr>
<td>Expansion Options Terms:</td>
<td></td>
</tr>
</tbody>
</table>

New Space

<table>
<thead>
<tr>
<th>Estimated amount of Space Required</th>
<th>USF</th>
<th>RSF</th>
</tr>
</thead>
</table>

(attach space planning worksheet or space program)

Type of Space Required:

<table>
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<tr>
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<tr>
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<td>USF</td>
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</tbody>
</table>

If “Other,” Please Describe: