Space Request Guidelines
Revision Date: 1/2005

Overview
When a Central Campus department has a need for space, whether on or off campus, the following procedure must be followed to secure the space. Space is defined as new, additional or temporary. This procedure pertains to academic, office or residential space and may result in the requesting department being placed in either University owned or leased property.

1. Initiate Space Request

Obtain the Space Request Form from the University Properties website (http://www.yale.edu/up/). Populate the necessary information and obtain the required signatures. Fax completed form to University Properties (432-8314), Attn: Susannah Emra

2. Determination of Type of Space

University Properties will receive the Space Request Form and, in conjunction with the appropriate other offices, a determination will be made as to whether the space will be housed in a University owned or an externally leased property. If the space is to be University owned, University Planning will contact the department and work to secure the space. If the space is to be Leased, University Properties will contact the department and work to secure the space. Under both scenarios, University Properties will act as the overall coordinator of the request.

3. Lease Documentation and Payment Authorization

Once space has been secured and lease has been finalized, University Properties will forward to Accounts Payable, with a copy to the department, the following information regarding the leased property:

Lease Summary Sheet. This sheet contains the requirements of the lease as well as a Lease Number which is to be used as a reference number for all transactions related to the property.

Recurring Lease Payment Form. This is an authorization form that will enable Accounts Payable to set up a recurring payment schedule for the department's base rent on their leased property.

Leased Property Operating Expense Form. This form is to be used by the department as a cover sheet for all invoices related to the leased property such as utilities, minor repairs, maintenance, etc.(excludes base rent) and sent to Accounts Payable by the department for payment.