Leased Space Approval Process

Appendix C: Workflow

This chart describes the process for the identification of need, review, and approval of leased space for the university and should be used in coordination with the full text of the Process. This process applies to all transactional arrangements involving leases for all units of the University, excluding Weill Cornell Medicine. This process was approved by the Capital Funding & Priorities Committee in January 2016, with subsequent modifications by the Space Use Advisory Committee.

CURE = Cornell University Real Estate; C&SP = Capital & Space Planning; FIS = Facilities Inventory System; SUAC = Space Use Advisory Committee; UFD = Unit Facilities Director

DFA Lease Terms Review ➔ Real Estate Approval Process ➔ CURE Executes Lease ➔ Unit assumes responsibility for space and provisions ➔ Unit works with Facilities to ensure FIS is updated ➔ Done

C&SP notifies Unit of approval and any provisions ➔ Yes ➔ C&SP notifies Unit of approval and any provisions ➔ No ➔ C&SP notifies Unit of denial

Approved? ➔ No

CURE leads negotiation of lease terms

C&SP notifies Unit of approval and any provisions

Unit completes Parts I – III, VII, and VIII of the Request to Lease Space form

Unit obtains Dean or VP signature

C&SP receives request from Unit

Space Governance Review

• C&SP for leases aligned with Cornell lease strategies
• SUAC for leases in Tompkins County
• Provost or delegate for leases outside Tompkins County

Extension anywhere in NYS, involving <2:3 people
• Housing or office space outside the US
• 1-2 units of housing

Unit has approved space request (not expired, all provisions met, substantially similar circumstances at the time of renewal (tenant, amount of space, and location))?

Yes ➔ No

Lease term < 1 year?

Yes ➔ No

Renew Existing Lease?

Yes ➔ No

Lease for storage space?

Yes ➔ No

Unit can occupy space that is CU-owned and leasable OR externally owned with existing CU lease?

Yes ➔ No

Unit completes all sections except III of the Request to Lease Space form

C&SP notifies Unit of approval and any provisions

Yes ➔ No

UFD or College Officer contacts CURE

CURE identifies lease expiration approaching

No ➔ Yes

Done

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