Memorandum to Presidents

Date: May 7, 1975

From: Office of the Vice Chancellor for Campus Development

Subject: Policy Change on Leasing Procedures

For several years, State University has utilized leased space as a method of maintaining flexibility in the University's facilities program. At present, there are approximately 1-3/4 million square feet of space under lease at an annual cost of over 4 million dollars. Because of the magnitude of the program, the Division of the Budget has requested a formal review prior to the initiation of any new leases or the renewal of existing leases. Attached hereto is a brief procedure intended to comply with the Division of the Budget's request and enable the University to increase the efficiency of space utilization as well as minimizing costs for leased facilities.

Normally, proposals for leasing facilities will be initiated by discussion at the preliminary budget meetings. The preliminary operating budget submission should contain a statement in the operation and maintenance section indicating the amount of space leased, identification of such leases, and an indication of the amount of space proposed for lease in the coming fiscal year. At the capital construction budget meeting, the proposed leases will also be discussed in conjunction with the capital program.

Campus requests for additional leased space, renewals of existing leases and exercise of options should be made directly to the Office of University Real Property on the attached form. Representatives from the Office of University Real Property will work with the campus to locate and negotiate for the required space and will submit the proposal to the Division of the Budget. The Office of University Real Property will also work with the Counsel's office in preparation of the lease document.

The Office of University Real Property is recording all lease information in a separate data bank and will provide a copy of these data annually or more frequently, if required, to each campus.

Oscar E. Lanford

Attachments
This memorandum addressed to:

Presidents, State-operated Campuses
Deans, Statutory Colleges
LEASING PROCEDURES

In order to comply with the requirements of Division of the Budget for review of changes in existing leases and the initiation of new leases, and to assist the campuses in the location and negotiation for leased space, the following general procedure is proposed:

1. Request for leased space will be presented to the Vice Chancellor for Campus Development in connection with the annual capital construction budget and to the Vice Chancellor for Finance and Business in connection with the annual operating budget.

2. All requests for leased space shall be made directly to the Office of University Real Property so that necessary documentation can be prepared for the Division of the Budget.

3. Following Budget approval, the Office of University Real Property will coordinate with campus representatives to locate the most suitable and economical facility to meet campus requirements.

4. The Office of University Real Property will coordinate with the Counsel's office, the Office for Business and Finance and the campus through negotiations, preparation and processing of the lease document.
**REQUEST FOR LEASED SPACE**

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<tr>
<td>Campus</td>
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<td>Type of Facility</td>
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<td>No. of Employees Involved</td>
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<tr>
<td>Estimate of Space Needed</td>
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<tr>
<td>Budget Approval</td>
<td>YES</td>
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<td>Cost Estimate Per Month</td>
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<td>Term of Lease</td>
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<td>Is Alteration Money Available</td>
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<td>Amount Available</td>
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<td>Recommended Area for Site</td>
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<td>County</td>
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<td>City or Town</td>
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**NOTE:** ADDITIONAL SITES MAY BE NOTED ON BACK.

**Contact at College**

**Additional Data**

**Send To:** James F. Lyng, Director  
Office of University Real Property  
State University of New York  
194 Washington Avenue  
Albany, New York 12210  

**Form LA-81**
Memorandum No. 75-9  Date May 6, 1975

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