

Date (tbd)

RE: Process for requesting space

Dear Colleagues:

You may be aware the campus created a University Space Committee (USC) in June 2018. The committee was formed to make recommendations on core campus state-supported space use and assignment as well as space related policies and procedures. The USC is initiating a new process to notify you when space is available for reassignment and invite submittal of requests.

Several spaces are currently available for assignment and details are provided in the attached document. There are also spaces that we anticipate will become available over the next year or two. In the short-term, many of those spaces will be used as temporary space for Batchelor Hall occupants during the building renovation (estimated completion 2021). A list of rooms anticipated for future reassignment is also attached and we will provide more details as information becomes available.

Also attached are documents describing the new space request process. All requests for space should be vetted and prioritized by your office then submitted via online form available at space.ucr.edu or directly at the link below. Please submit your organization requests for use of the currently available spaces by **xx/xx/xx** <approximately one month from date of letter>. These rooms will be assigned as-is and will be reflected in your annual charge for space (currently \$18.82/sf). You may contact Sharyl Murdock to arrange to visit the currently available rooms.

Direct link for interior space requests:

<https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zP0XAVJLcnxUU8bxMpldioc4wquRUME01R1M1QUo1MjIBTUg3TzIxU0ZWNjZSMC4u>

For additional information regarding the USC, please visit the website at usc.ucr.edu.

Sincerely,

Cynthia K. Larive

Provost and Executive Vice Chancellor

Gerry Bomotti

Vice Chancellor and CFO

Attachments:

Currently available space

Anticipated future available space

Space request process reference guide and flowchart