UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources   Research and Extension Center System

UTILIZATION OF SPACE AT UC ANR'S RESEARCH AND EXTENSION CENTERS:

UC Academics or Staff not assigned to a REC

REC Location: _____

Building No.: _____

Start Date: _____

Duration: _____

Space Fee (if applicable)**:** _____

First Payment Date: _____

Payment Frequency: _____

Square Footage: _____

STANDARD TERMS of AGREEMENT

All parties shall sign the agreement to acknowledge and concur with the stated arrangement. The position description for the academic/ staff/other personnel must identify primary supervisor. Agreements should be reviewed and updated when there is a change in Director/ Supervisor/Employee. If potential multiple locations are proposed, agreements should be sought prior to the launch and/or the location assignment of your position.

PURPOSE OF SPACE ALLOCATION: Space, which includes but is not limited to laboratories, offices, and covered or uncovered storages, situated at UC ANR's Research and Extension Centers (RECs), is exclusively designated for research and extension programs.

REQUEST FOR SPACE: All requests for the use of space at UC ANR's RECs must be submitted with this form via email to the Director and Superintendent of the respective REC[1]. These requests should include the following information:

- Type and quantity of space needed
- Duration of use
- Specific activities to be conducted in the allocated space
- Justification for an expedited request, if applicable

APPROVAL AND ALLOCATION: Approval for any space request is contingent upon factors such as availability, necessity, and the duration of the requested space need. Priority will be given to academics and associated staff assigned to the REC location.

ANNUAL REVIEW AND REASSIGNMENT: All labs, offices, storage areas at the REC and this form will undergo an annual review on a calendar year basis conducted by the Director and appropriate staff, and, where appropriate, with input provided by the Superintendent, Space Committee, and Facilities Manager, to ensure that all assigned spaces are being suitably used and maintained. The REC Director reserves the option to revoke and/or reassign space allocations if they are not being utilized as originally described.

END-DATE OF SPACE ALLOCATION: Upon the end-date of any space allocation, the assigned individual must remove all materials, equipment, samples, etc., from the space. If additional time is needed, a written request and justification must be submitted to the REC Director (and, in the case of KAREC, the Chair of the Space Committee). In the absence of an approved alternative timeline, the REC Director reserves the right to remove all materials, equipment, samples, etc., and bill the associated cleanup work to the assigned individual. The assigned individual will be contacted before such actions are taken to allow for an alternative plan to be developed. A lack of a response within a timely manner will result in the removal efforts proceeding.

EMERITUS SPACE GUIDELINES: Maintaining an active research/extension program is essential for use of laboratory, office, and storage space. Additionally, the space is expected to be kept clean. Space occupied and not actively used may be subject to cleaning and disposal of abandoned materials (books, documents, samples). Disposal of materials and hazardous wastes must be completed, by the occupant, prior to releasing current occupant to ensure the individual assigned the space is released of any future cleanup costs.

[1] In the case of Kearney REC (KAREC), an email should be sent to the Chair of the KAREC Space Committee, with a copy to the KAREC Director. The request will then be reviewed and considered by the Space Committee and the KAREC Director, which convenes monthly. Approval for any space request is contingent upon availability, necessity, and duration of the requested space need, with priority given to faculty assigned to the KAREC location.

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As a state-wide guideline for the allocation of requested space to emeritus academics in UC ANR, the following are established as the considerations which shall govern in the allocation of such space:

1. Emeritus academics wanting office space need to have an active project at the requested REC.
2. The University will provide space (i.e., labs, offices, storage etc.) <u>when available and appropriate</u> to emeritus academics who need such areas to continue their scholarly or creative work, but not for any other purpose. The provision of such space shall not imply any claim upon any budget or existing account unless prior commitment has occurred.
3. Academics who wish space assigned to them as emeritus should formally request it prior to their retirement, stating the purpose for which it is to be used.
4. Requests for space for emeritus academics shall be evaluated by the REC and approved by the REC Director.
5. The effectiveness of use of space assigned to emeritus academics shall be reviewed annually on a calendar year basis by the REC. Space which is not effectively used shall be reassigned by the Director.

Basis: **https://aadocs.ucdavis.edu/policies/apm/apm-120.pdf**

What type of support will the Academic/Staff need and the stated REC provide: (check all items that apply)

Telephone	**Reporting & Accountability**
Vehicle/mileage	**Onboarding Academic**
Printer	**Assigned Office Space**
Paper	**Confidential Office Space**
Toner	**Technology**
Postage	**Keys/fobs/passwords and associated fees**
Administrative Support	**Other:**

Will Academic hire staff?	
Yes	**No**

Other Financial Considerations:

Additional Comments:

UCANR APPROVALS:

_____   _____   _____   _____
Academic/Staff Name   UC Affiliation/Title   Signature   Date

_____   _____
Research Project(s) Title (if applicable)   Research Project #(s) (if applicable)

_____   _____   _____   _____
Supervisor Name   Supervisor Title   Signature   Date

_____   _____   _____
REC Director Name   Signature   Date

_____   _____   _____
REC System Director Name   Signature   Date

ITEMS BELOW THIS LINE TO ONLY BE COMPLETED BY REC STAFF

CHART STRING

Allocate %	Account #	Entity	Fund	Financial Dept.	Natural Account	Purpose	Program	Project	Activity	Task (if PPM)