
UNIVERSITY OPERATING PROCEDURE

FOR PRINTED USE ONLY

University Operating Procedures residing on UVM's Institutional Policy website are the most current versions available. If you are viewing a procedure anywhere else including in printed form or embedded on other websites, it may not be the most current.

Lease, License and Use of Real Property

Overview

The purpose of this University Operating Procedure is to establish parameters for the lease, license and use of real property by and of the University in support of the University's Strategic Plan.

Applicability of the Procedure

This University Operating Procedure applies to all University faculty, staff and students, regardless of funding source.

Definitions

Real Property: Fixed property, principally land, building(s), space(s), or room(s)

University Entity: College, Unit, Faculty, Staff, Student Group

User Group: The final user of University Real Property

Recognized Group or Organization: A student, group, organization, or club recognized by the University as set forth in the [University Group and Organization Recogniti](#)

Non-Affiliate Person, Group, or Organization: Any other entity not listed above.

External Party: Any non-UVM entity, including affiliated organizations, entities, or groups, to be requested of University

Ongoing: Any term of use over 365 days.

Procedures

Purpose

This University Operating Procedure (UOP) documents the procedure to ensure the University makes no unauthorized commitments.

if a site has been identified, user group, desired term, financial responsibility, and details outlining the reason for and use of real property. Wherever possible, all agreements will strengthen the University's financial position by achieving market rents, conforming to UVM policies, and will not contain provisions for the University to subsidize any business.

Due to the nature of leasing, a competitive bidding process may not be possible. However, REO will research available properties meeting the Requester's criteria and present options for consideration. **REO will contact external parties on behalf of the University to ascertain if the location meets University criteria.** Criteria for space evaluation will i

Related Documents/Policies

- [Board Resolution Regarding Delegation and Retention of Board Authority](#)
- [Code of Conduct and Ethical Standards](#)
- [Conflict of Interest and Commitment Policy](#)
- [Contract Approval and Signatory Authority Policy](#)
- [Facilities and Grounds Use for Events and Activities Policy](#)
- [Post-Issuance Compliance Policy for Tax-Exempt and Tax-Credit Bonds Policy](#)
- [Space Management and Space Requests Procedure](#)
- [Strategic Action Plan](#)
- [Use of University Research Facilities and Equipment by External Users Policy](#)

Excluded from this UOP are activities associated with the administration of Historic Leased Lands. [Leased Land Board Resolution](#)

Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

About This Procedure

	Vice President for Finance and Administration		Vice President for Finance and Administration
	None		January 11, 2023
	None		

University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and most recent version, please visit UVM's [Institutional Policies Website](#)