**School of Medicine**

**Department, Center, Institute Space Loan Memorandum of Understanding**

Department, Center, Institute Loaning Space: Click here to enter text.

Department Center, Institute Receiving Space, Faculty Member: Click here to enter text.

Specific Spaces Being Loaned (please list building name, individual room numbers and nsf of each): Click here to enter text.

Start and End Dates of Loan: Click here to enter text.

If End Date Open, List Advance Notice Requirement for Return: Click here to enter text.

Financial Terms:

* Short Term Loans – defined as time periods less than 6 months and having a total of 500 sq ft or less. There will be no posting in Web Central. If space costs are going to be allocated via funding transfer, use GL account 820300. MOU documentation of loan to be kept by the Departments and copied to School of Medicine – Moria Montalbano.
* Long Term Loans- space costs are assumed to be handled via School of Medicine Financial Formula (e.g., July 2018 snapshot drives cost assignment in FY19). Space assignment to be changed in Web Central to the BFR specified by Receiving Department.

If financial terms are to be different, please describe (must be approved by Vice Dean, Finance): Click here to enter text.

Any negotiations to loan outside of the School of Medicine must begin with SOM leadership.

* Alterations to loaned space planned? Yes  No  If so, state department providing funding. Click here to enter text. If altered and space to be returned in previous state, how funded? Click here to enter text.

Contacts:

Loaning Department, Center, Institute: Click here to enter text.

Receiving Department, Center, Institute: Click here to enter text.

Approvals (Chair/Institute Director signature required):

Loaning, Department, Center, Institute: Click here to enter text.

Receiving Department, Center, Institute: Click here to enter text.

cc: School of Medicine - Moria Montalbano