



## **Space Utilization Guidelines for Partners at the SyracuseCoE Headquarters Building**

1. An appropriate fraction of the net assignable square footage of the SyracuseCoE headquarters building shall be available to commercial and other partners for defined terms for the purpose of achieving clearly articulated research, commercial, and collaborative objectives.
2. Requests for laboratory and office space shall be presented in writing to the SyracuseCoE leadership, and may also require an in-person presentation, for review and approval. Partners may be required to describe their proposed research and development in pursuit of company objectives and identify how that research and development relates to the overall mission of the SyracuseCoE. The request must include measurable objectives to be reached within certain timeframes.
3. Partners that have received all of the required approvals shall enter into a "License Agreement" to use defined SyracuseCoE space according to the terms and conditions contained in the agreement.
4. Space priority consideration shall be given to companies with research and development and educational collaborations that directly relate to the established thematic priorities of the SyracuseCoE research and technology agendas for indoor environmental quality, water resources, and clean and renewable energy.
5. All space assignments shall be subject to annual review. Partners approved to occupy SyracuseCoE space will be expected to achieve measureable objectives. License Agreements for space will be renewed only with an understanding of next level objectives over newly defined periods of occupancy.
6. All occupants at the SyracuseCoE, whether members of Syracuse University faculty or staff or commercial occupants, will conduct themselves, and direct their staff, in a collegial collaborative manner and demonstrate appropriate stewardship toward the property and resources of the SyracuseCoE. Each occupant shall bear responsibilities for their work space and the shared areas, and shall at the same time cooperate with each other in the routine administration of laboratories and office environments. Consistent adherence to this guideline shall be a factor in the SyracuseCoE leadership's annual review of space assignments. Failure to demonstrate appropriate levels of stewardship may result in the nonrenewal of License Agreements at the SyracuseCoE.
7. Equipment that is purchased by the SyracuseCoE for the shared use of partners may

- have charge rates and policies established for their use and, if so, each partner is responsible to adhere to the policies and procedures associated with the equipment and agrees to pay applicable charges.
8. Partners agree to fully cooperate with any requests from SyracuseCoE administration to provide timely and responsive data, performance metrics, or other information required by the Syracuse University or any funding sources.
  9. All occupants shall follow the written policies and procedures that govern daily operations of the SyracuseCoE headquarters facility as they are developed and implemented by SyracuseCoE and Syracuse University.
  10. This policy may be modified from time to time by the leadership of the SyracuseCoE and all occupants shall remain in compliance with such policies as modified or risk forfeiture of occupancy privileges and/or termination of collaborative agreements.