

UNIVERSITY OF PITTSBURGH POLICY 04-01-08

CATEGORY: FACILITIES
SECTION: Control and Assignment
SUBJECT: University of Pittsburgh Applied Research Center (U-PARC) Facilities
EFFECTIVE DATE: December 29, 1989
PAGE(S): 1

I. SCOPE

This policy establishes the responsibilities and guidelines regarding the rental of facilities located at the University of Pittsburgh Applied Research Center (U-PARC) by programs, sponsored projects, departments, or schools of the University of Pittsburgh.

II. POLICY

The Provost, the Senior Vice President for the Health Sciences, or the Executive Vice President are responsible for approving requests by University activities under their supervision for assignment of rental space at the University of Pittsburgh Applied Research Center, and for reviewing the continued assignment of space on an annual basis. Assignment of U-PARC space must be for a specified period of time not to exceed three years. Exceptions may be granted upon joint approval of the Provost or the Senior Vice President for the Health Sciences, and the Executive Vice President.

The Office of Space Management, in cooperation with the requesting department, must develop an analysis of space requirements to accompany the request for assignment of U-PARC space.

Any change in the initial approved use of U-PARC space must be authorized by the Provost or the Senior Vice President for the Health Sciences, and the Executive Vice President.

Rental and Other Costs

Rental and service agreements must be negotiated by the requesting department or program with the Pittsburgh Applied Research Center (PARC), as the management agent for U-PARC.

Rental costs for U-PARC space assigned to University activities that cannot be covered by research funds or other revenues will be charged to a general University account through the Comptroller's Office.

Costs other than space rental, including equipment and furniture purchases or rentals; renovations and repairs; and moving costs must be paid by the department or school from unrestricted or restricted funds available to the department or school, or from an approved, planned project.

III. REFERENCE

[Procedure 04-01-08, University of Pittsburgh Applied Research Center Facilities](#)