

*m Floor-Space Requests and Rent Payments*

All applications for the following types of floor space must be submitted to the Space Utilization Committee and approved by the Board of Estimates:

- Requests for rental of real property.
- Requests for lease renewals and extensions.
- Requests for space in City-owned buildings.

Applications should be sent to Room 400, Temporary City Hall, 26 S. Calvert St.

**APPROVAL OF SPACE REQUESTS**

The above types of space requests must be submitted to the Space Utilization Committee at least 4 months prior to either the beginning of the expected lease period or the date that the space will be needed.

The Space Utilization Committee will forward the request to the Department of Finance and the Department of Planning, for comment prior to review.

**RENT PAYMENT**

A PURCHASE REQUISITION and DEPARTMENTAL RECEIVING NOTICE - - FOR PARTIAL SHIPMENT must be submitted at specific times in order for payment to take place. See AM-301-3-2 for details.

**TERMINATION OF LEASE**

If upon expiration of the current lease, no lease renewal or other space will be required, the Space Utilization Committee must be informed in writing of the lease termination, 4 months prior to the lease expiration date.

**SURPLUS SPACE**

Agencies must promptly notify the Space Utilization Committee when any or all space which is presently under their jurisdiction is no longer required.

**REQUESTS FOR RENTAL OF CITY BUILDINGS**

Agencies must refer all requests for the rental or use of City-owned buildings to the Space Utilization Committee.