

**University of Waterloo Research + Technology Park**  
**Tenant Approval Process**  
**Fall 2008**

The University of Waterloo requires all prospective tenants in the Research Park to be approved in writing by the University prior to the execution of a formal lease. Prospective tenants considering locating in a multi-tenant facility should make the request through the developer; prospective tenants occupying a single tenant building should approach the University directly if no developer is involved. To aid the University in its assessment of prospective tenants, the University is guided by the "Guidance Statement for the Development of UW Lands"; the land lease which describes permitted and prohibited uses; and the municipal zoning by-law.

In cases where the prospective tenant is clearly within the guidelines for occupancy in the Research Park, the Vice President, Administration & Finance will confirm the University's approval after consulting with the Vice President, Academic & Provost, and the Secretary of the University. At its next meeting, the Building & Properties (B&P) Committee of the Board will be provided with a list of all recently approved tenants.

In cases where the prospective tenant is not clearly within the guidelines for occupancy in the Research Park, a committee consisting of three external Board members on the B&P Committee together with three UW administrators (VP, Academic & Provost, VP, Administration & Finance, and Secretary of the University) will convene to consider the prospective tenant's request. In advance of the meeting, the prospective tenant will be requested to provide information describing how its potential occupancy in the Research Park would meet the goals and occupancy guidelines.