

6/2/66

Memorandum 66-30

Subject: Lease for office space at Stanford

When the Law Revision Commission moved to its present quarters in the basement of Crothers Hall, the move was made with the understanding that it was to be temporary. The lease on the present quarters expired some time ago and the Commission has been holding over on a month by month basis.

Space in the old business school (which is located next to the Law School) is now available. It is estimated that it will cost from \$5,000-\$10,000 to make the space suitable for occupancy by the Commission. Stanford advises us that it does not have money available to remodel this space and has requested that the state pay for the remodeling.

We have obtained oral approval from the Department of Finance to make a lease according to the following terms:

Term of lease--5 years; both parties having the right to terminate the lease upon 30 days' written notice.

Rent--\$10,000 for the first year; \$4,000 each year for remaining four years. If Stanford cancels prior to end of lease, \$6,000 of rent for first year is to be prorated over five year period.

Period of lease to commence July 1, 1966, with a provision that Commission occupies present quarters until new quarters have been remodeled, such remodeling to be accomplished promptly after lease is approved by State.

It is suggested that the Executive Secretary be authorized to approve a lease along the lines set out above on behalf of the Commission if such approval is required.

The Department of Finance will have to obtain the necessary funds to finance the increased rental for 1966-67. (We have been paying \$3,000 a year rent and we have \$3,000 for rent in our 1966-67 budget.)

Respectfully submitted,

John H. DeMouilly
Executive Secretary