

Date: November 2, 2021  
TO: Prospective Lessees  
RE: Request for Letters of Interest of Punxsutawney Leasing Opportunity

Indiana University of Pennsylvania (IUP) is pleased to present two leasing opportunities at the Indiana University of Pennsylvania (IUP) Punxsutawney West-End Campus that includes a catering, restaurant or other food service space, and several professional office spaces. The kitchen/restaurant space is located at 1012 Winslow Street, Punxsutawney, PA 15767 and the office spaces are located at 264 Center Street, Punxsutawney PA 15767. Interested parties are invited to submit a Letter of Interest (LOI) for one or both leasing opportunities.

These distinct locations offer the following to potential lessees:

- Catering, Restaurant, or other food service space located on the West End Campus: This space offers 2,970 sq ft of servery, kitchen space, food storage, and preparation space.
- Office space located within the ground floor of the Living Center on the West End Campus: This space offers office, reception, lounge space in addition to various other units up to, and not exceeding 10,645 square feet.
- On-site parking available

Interested parties shall include the following in their Letters of Interest:

- Contact information to include (Name, Address, Phone Number, and E-mail Address)
- A statement of interest in leasing the space and a proposal for the intended purpose.
- A brief description of the interested party's other business interests related to the intended purpose for this facility.
- A description of how the intended purpose for the facility contributes value to the IUP Punxsutawney campus and the surrounding community.

Letters of Interest will be received on an ongoing basis until a lessee(s) has been selected.

Submit the Letter of Interest and any attachments electronically in standard recognizable electronic format to [punxsy-spaces@iup.edu](mailto:punxsy-spaces@iup.edu).

Based on initial evaluations of the letters submitted, IUP will individually engage potential candidates and discuss additional information, documentation, and clarification of the space usage.

The University will select candidates determined to be best suited to meet the University's existing available space, be appropriate for an educational setting, and meet a need within the Punxsutawney community.