

COLORADO STATE UNIVERSITY
Financial Procedure Instructions
FPI 2-14

1. **Procedure Title:** Facilities Rental
2. **Procedure Purpose and Effect:** Provide guidance on renting facilities to both internal and external customers. Rental of university facilities such as non-auxiliary and auxiliary facilities for specific events, building or space rentals/leases.
3. **Application of Procedure:** Students, faculty/staff, and university related groups for group functions, including academic, social and recreational activities have first priority on facility use. Second priority is given to meetings of professional and semi-professional nature that are related to the work of the University and will involve university resources.

Any person who enters into a contract (written or verbal) on behalf of the State of Colorado or Colorado State University for use of university facilities, without specific contractual authority thereof, could be held personally liable on such contract.

4. **Exemptions:** Some university facilities are designed or equipped for special uses. Such facilities may not be available for general/public use. Facilities Management Scheduling Office maintains an inventory of these facilities.
5. **Definitions:**
 - A. **Lease of property:** another way of acquiring or disposing of an interest in real estate, although a lesser interest than that involved in a purchase or sale.
 - B. **External Renter/Customer:** an entity off campus or outside the CSU community.
 - C. **Internal Renter/Customer:** an on Campus or other CSU department or area.
 - D. **Special events:** activities not academically oriented that occur either on campus grounds or in academic buildings.
6. **Procedure Statement:** As a general principle, the power to dispose of or acquire real property, whether by purchase, sale, lease/purchase, lease, or other means (such as an easement or license), rests with the Board of Governors (BOG). The BOG has delegated authority to CSU. The Vice President for University Operations is solely responsible for the coordination and facilitation of all programs/activities utilizing University facilities. Signature authorization for leases has been delegated by the Board of Governors to the Vice President for University Operations. For operational efficiency signature authority has been re-delegated to the University Scheduling Officer/Facilities Management Director. Auxiliaries such as Lory Student Center have tenant lease agreements and letters of agreement with internal renters for space rented in the Lory Student Center. Contracting Services maintains responsibility for all contractual agreements.

A. Internal/External Rentals

Facilities Management event support is the contact for most event and short term use of space. All areas, when necessary, must coordinate with Facilities Management. Facilities Management

event support schedules all indoor and outdoor space for all non-university and non-academic use, including sports facilities for both university and non-university customers. Use agreements are required for all non-university customers. Use agreements require payment of use fee, any services requested, all costs incurred by the University as a direct result of the activity, and other University requirements as they may relate. Use agreements are not required for University related organizations and departments unless charging admission or registration fees. University related organizations are responsible for other costs incurred by the University as a direct result of the event/activity.

Conferences Services and the LSC both schedule and charge the customer for use of facilities and services. These entities coordinate with Facilities Management to plan and contract events when those activities take place outside Lory Student Center or residential facilities.

Housing and Dining Services, (HDS) is responsible for rental of residence halls and apartments. HDS offers housing and apartments on and off the main campus. Responsibility for all revenues and contracts for the various housing facilities resides with HDS.

Conference Services and Pingree Park handle conferences for events involving internal and external customers.

LSC is responsible for scheduling use of the Lory Student Center, plaza and west lawn to internal and external customers. LSC is also responsible for external tenant leases. LSC and Contracting Services are responsible for contracted space rentals that are specific in nature, such as, restaurants and retail shops.

All university departments must coordinate with Facilities Management or the responsible auxiliary unit for facility use. A use agreement, letter of agreement or internal memorandum of understanding may be required.

B. External Leases

The Vice President for University Operations will coordinate with Facilities Management and Real Estate Services to contract and manage any land and/or building leases with external parties. See *CSU Financial Policy 4.13* for more information on these types of leases.

C. Revenues

Revenues from non-auxiliary rental facilities are to be collected by Facilities Management and deposited in the appropriate rental account in Facilities Management. No facilities rental is to be deposited to any individual college, department or administrative area account. Rental income deposited to such an account will be transferred to the appropriate account. Auxiliary facilities rental revenue recorded will vary depending on the area and type of rental.

Board of Governors: 1987 December Resolution: The Board delegated to the institution presidents, the power and authority to negotiate and execute legally binding contracts and agreements which are either:

1. Expressly approved by BOG resolution; or
2. In the usual, necessary and appropriate operation of the institution on a day-to-day basis and within the budget approved by the Board.

This resolution also authorized institution presidents to further delegate this power and authority, in writing, to other administrators so long as such delegation meets the criteria set forth in #2 above (within the usual, necessary, and appropriate operation and budgeted expenditures for the institution). (CSU Financial Policies 2.1)

7. **Reference and Cross-References:** Refer to the following list of references:

Campus Facility Use Policy and Procedure Manual provides facility use policies and procedures, as well as information on scheduling facilities, use fees, liability insurance requirements, contracts and forms.

Liability Insurance requirements - refer to: E.1 of The Campus Facility Policy/Procedure Manual
<http://www.fm.colostate.edu/files/forms/FacilityUseManual.pdf>

Contracting Services
<http://www.contracting.colostate.edu>

Conference Services & Pingree Park
<http://www.housing.colostate.edu/conference/index.htm>

Lory Student Center - Event Planning
<http://www.sc.colostate.edu/event-planning.aspx>

Housing & Dining Services - [Residence](#) Halls and Apartment Life
<http://www.housing.colostate.edu/halls/index.htm>
<http://www.housing.colostate.edu/apartments/index.htm>

8. **Forms and Tools:**

Facilities Management Special Event Request Form – Facilities Management Web site
<http://www.fm.colostate.edu/events/reservation>.