

SUBPART 4-4
USE, RENTAL AND LEASE OF UNIVERSITY FACILITIES

Sec. 4-401. Applicability of this Subpart. University facilities may be used, rented or leased to:

- (1) University groups, and
- (2) Non-University groups desiring to use University facilities, if they meet the requirements for usage and if there is no likelihood that such use may interfere with University use.

This subpart shall not apply to regular University academic instruction, student housing, the Holiday Inn and Conference Center, events scheduled by the University, or other University activity.

Cross Reference:

Subpart 10-7. Transfers of Administrative Authority, Duties and Responsibilities for FSU--Grand Rapids.

Sec. 4-402. Definitions. For purposes of this subpart, the following terms shall have the meanings indicated:

(1) “Rental” means the permissive use of Facilities, in consideration of a stated payment, during a period of not more than 12 months. “Rent” means either (a) to allow the permissive use of Facilities, in consideration of a stated payment, during a period of not more than 12 months, or (b) the amount of the stated payment for such use.

(2) “Lease” means the permissive use of Facilities, in consideration of a stated payment, during a period of 12 months or more.

(3) “Facilities” means buildings, portions of buildings or land owned or leased by the University.

(4) “University group” means: (i) a Recognized Student Organization (RSO); (ii) an organization whose membership is limited to University faculty or staff; (iii) an instruction-oriented group whose program has an educational objective and is under control of a department or unit for curriculum, staffing and financing; (iv) a group sponsored by the Board; and (v) a group sponsored by the Administration.

(5) “Non-University group” means a group, individual or other entity which is not a University group.

Sec. 4-403. Authority to Rent or Furnish University Facilities. The Vice President for Administration and Finance, or his/her designated representative(s), shall have authority to rent or furnish University facilities in accordance with this subpart and such policies, rules and

regulations as the Vice President of Administration and Finance shall adopt, with the approval of the President, for the implementation of this subpart.

Sec. 4-404. Adoption of Schedules of Rents and Additional Charges. The Vice President for Administration and Finance shall adopt, with approval of the President, a rent schedule for each facility that is available for rental and a schedule of additional charges. The Vice President for Administration and Finance shall furnish the Board with said schedules on an annual basis and shall advise the Board of any changes to the schedules. The Vice President for Administration and Finance shall furnish the Board with an annual report indicating all rentals pursuant to this subpart which exceed \$5,000.

Prior Board Action:

July 11, 2012.

Sec. 4-405. Lease of University Facilities. A lease of University facilities shall be made only upon the recommendation of the President and the approval of the Board.

Sec. 4-406. Square Foot Charges for Use of Facilities. State-supported functions shall generally be conducted in State-appropriated buildings, and non-State-supported functions shall generally be conducted in non-State-appropriated buildings. However, when it becomes necessary to conduct a non-State-supported function in a State-appropriated building or a State-supported function in a non-State-appropriated building, a record of the amount of space so utilized shall be recorded and an equitable square foot charge be assessed against the other for the rental use of such space. The Vice President for Administration and Finance shall establish procedures for administering space usage and assessing and collecting square foot charges under this Section.

Cross-Reference:

Business Policy, *Use, Rental and Lease of University Facilities*

Prior Board Action:

October, 1998.

Entire Subpart 4-4 included in October 19, 2001 Codification, Phase I.

Entire Subpart 4-4 included in October 22, 2004 Codification, Phase II.