

COLORADO STATE UNIVERSITY-PUEBLO
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-Pueblo 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. Auxiliary Services 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-Pueblo community.
 - C. **Internal Renter/Customer:** an on-campus or other CSU-Pueblo 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).

A. Internal/External Rentals

Auxiliary Services is the contact for most event and short-term use of space. All areas, when necessary, must coordinate with Auxiliary Services, Pueblo County Sheriff's Office, and Facilities. Auxiliary Services Event Support schedules all indoor and outdoor space for all non-university and non-academic use. 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.

Athletics, Hoag Hall, and SRC schedule and charge the customer for use of facilities and services. These entities coordinate with Auxiliary Services to plan and contract events when those activities take place outside the OSC.

Residence Life and Housing is responsible for rental of residence halls and apartments. Residence Life and Housing offers housing and apartments on the main campus. Responsibility for all revenues and contracts for the various housing facilities resides with Residence Life and Housing.

Auxiliary Services handles conferences for events involving internal and external customers.

Auxiliary Services is responsible for scheduling use of the Occhiato Student Center, plaza, and fountain area. Auxiliary Services is also responsible for external tenant leases.

All university departments must coordinate with Auxiliary Services for facility use. A use agreement, letter of agreement, or internal memorandum of understanding may be required.

B. External Leases

The Chief Financial Officer (CFO) will contract and manage any land and/or building leases with external parties with approval from the Board of Governors (BOG).

C. Revenues

Revenues from non-auxiliary rental facilities are to be collected by the vendor and deposited in the appropriate rental 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), (see CSU Financial Policies 2.1).

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

CSU Pueblo Event Scheduling Policy <https://www.csupueblo.edu/auxiliary-services/event-scheduling.html>

Occhiato Student Center - Event Planning <https://www.csupueblo.edu/auxiliary-services/meeting-and-event-space.html>

Residence Life and Housing - <https://www.csupueblo.edu/residence-life-and-housing/index.html>

8. **Forms and Tools:**

Event Request Form –

<https://www.csupueblo.edu/auxiliary-services/event-scheduling.html>