

## **Lease, Rental or Use of Off-Campus Facilities**

**Original Implementation:** July 15, 2003

**Last Revision:** July 24, 2018

Stephen F. Austin State University recognizes the significance of diligence in its efforts to ensure the safety of employees and students when utilizing off-campus facilities for university-sponsored events. This policy governs the use of private, off-campus facilities for short-term university-sponsored events such as off-campus leadership seminars, conferences or retreats involving students, faculty or staff, and other similar events. The policy additionally governs the use of private, off-campus facilities for long-term leased facilities utilized by campus departments and offices.

Private facilities providers are required to address fire safety requirements, meet the prevailing local fire code, and have been inspected for fire safety. In the absence of a local fire code, the Life Safety Code (NFPA 101, latest edition) shall be applied as the minimum standard for fire safety. Off-campus facilities utilized for long-term leases must additionally meet ADA accessibility requirements. Contracts with private facilities providers should be secured for each university-sponsored event and long-term facilities lease, and each private facilities provider will be required to sign an Off-Campus Facilities Contract Addendum. Copies of long-term leases shall be provided to and maintained by the Procurement & Property Services Department. The originating department/office shall notify Procurement and Property Services of the address of the leased facilities and any property that will be transferred to the leased facilities, and Environmental Health, Safety and Risk Management for notification of university insurance carriers, as applicable. A copy of each facility contract and addendum will be maintained by the originating department/office in accordance with the university's records retention schedule or for a period of two years after the termination of the contract, whichever is later.

Pyrotechnics are not allowed on university-leased premises unless specifically approved in writing by the president. Additionally, items containing potentially sensitive, private or confidential information are not to be stored in any leased premises unless specifically authorized in writing by the president. These items include but are not limited to computers, electronic or digital storage devices, and paper documents. Certain off-campus facilities may lack the security necessary to protect such sensitive information.

**Cross Reference:** None

**Responsible for Implementation:** President

**Contact for Revision:** General Counsel

**Forms:** Off-Campus Facilities Contract Addendum

**Board Committee Assignment:** Building and Grounds