

Lease, Rental or Use of Off-Campus Facilities

Original Implementation: July 15, 2003

Last Revision: July 28, 2015

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 and be inspected by Physical Plant prior to leasing the facilities. 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 to attach to the contract. The Office of the General Counsel shall review each contract for approval prior to forwarding it to the president for signature. Copies of long-term leases shall be provided to and maintained by the Physical Plant 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. A copy of each facility contract and addendum will be maintained by the originating department/office for a period of two years after the termination of the contract.

Pyrotechnics are not allowed on university-leased premises unless specifically approved in writing by the president.

Procedures for Off-Campus Facilities Use (Short-term University Sponsored Event):

1. Department/office sponsoring the off-campus event will secure a contract with the private facility provider for the event. An Off-Campus Facilities Contract Addendum will be signed by the private facility provider and attached to the contract.
2. The private facility provider contract, together with the required Off-Campus Facilities Contract Addendum will be forwarded to the Office of the General Counsel for approval. Upon signature by the president, the original contract and attached addendum will be returned to the originating department/office for retention.

3. The fully signed contract and addendum will be maintained by the department/office sponsoring the off-campus event for a period of two years after the date of the event.

Procedures for Off-Campus Facilities Use (Long-term Lease):

1. Department/office leasing the off-campus facility will secure a contract/lease agreement with the private facility provider. An Off-Campus Facilities Contract Addendum will be signed by the private facility provider and attached to the contract/lease agreement.
2. Before processing a contract/lease agreement, the department/office leasing the off-campus facility will contact the director of Physical Plant and request an inspection of the facility. Results of the inspection will be provided to the Office of the General Counsel.
3. The private facility provider contract, together with the required Off-Campus Facilities Contract Addendum, will be forwarded to the Office of the General Counsel for approval. Upon signature by the president, the contract and attached addendum will be returned to the originating department/office for retention.
4. The contract and addendum will be maintained by the department/office leasing the off-campus facility in accordance with the university's records retention schedule.
5. Department/office will notify Environmental Health, Safety and Risk Management of the location of the leased facility for notification of university insurance carriers, as applicable. Procurement and Property Services must also be notified of any property that will be transferred to the leased facility and any applicable procedures followed.
6. 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