

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Lease, Rental or Use of Off-Campus Facilities

**Policy Number:** 16.15

**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise

**Date of last revision, if applicable:** 7/24/2015

**Unit(s) Responsible for Policy Implementation:** President

**Purpose of Policy (what does it do):** This policy prescribes the requirements to lease off-campus facilities

**Reason for the addition, revision, or deletion (check all that apply):**

- ☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding  
☐ Internal Review      ☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** For clarity and readability, procedures have been removed and pertinent information collapsed into the main section of the policy. An inspection requirement has been removed due to the possibility of facilities being located across the state.

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Jeremy Higgins, Environmental Health, Safety and Risk Management  
Ron Watson, Physical Plant  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

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

**Original Implementation:** July 15, 2003

**Last Revision:** ~~July 28, 2015~~ July 30, 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 ~~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~~ *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.*

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