

Lease, Rental or Use of Off-Campus Facilities

Original Implementation: July 15, 2003

Last Revision: July 27, 2021

Purpose

Stephen F. Austin State University (SFA) is diligent 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.

General

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 and facilities made available to SFA safety inspectors upon request. 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: Vice President of Finance and Administration

Contact for Revision: Environmental Health, Safety, and Risk Management

Forms: Off-Campus Facilities Contract Addendum

Board Committee Assignment: Building and Grounds Committee

Revision History: July 24, 2018
July 28, 2015
July 17, 2012
July 21, 2009