Authority

• Executive Order 1000
  – Delegation of authority through the President to the CFO to ensure costs incurred for services, products, and facilities are recovered:
    http://www.calstate.edu/EO/EO-1000.html

• Audit Report 11-27
Audit 11-27 Findings

• Update campus policies & procedures;
• Revise delegation of authority to define which individuals are authorized to approve short-term leases;
• Revise contract language to include standard provisions for possessory interest;
• Approved fees charged for facilities use; ensure fees are charged accordingly;
• Ensure agreements are properly approved.
CSU Requirements for Facility Use

• Funds will be reallocated to maintain campus facilities
  – A central account will be established and administered by the Vice President of Administration & Finance/CFO
  – Events & Facilities Use Advisory Committee will provide recommendations on how revenues will be allocated

• Charges will be assessed to recover all costs including, but not limited to rental fees and labor cost
CSU Requirements for Facility Use

• Must have
  – Fully executed facilities use agreement from Contracts and Procurement (C&P)
    • C&P is the only department authorized to issue university agreements
  – Acceptable Certificate of Insurance

• Campus departments must obtain the necessary use agreement. If they do not, the department will be financially responsible for any exposure to risk and liability
  – Damages will be paid from division/department funds

• Facilities Use Requirements do not apply to University recognized student organizations (unless the club or organization co-sponsors an event with an off-campus entity)
Functions of the Events & Facilities Use Office

• Establish policies and procedures
• Work with event sponsors and the appropriate university offices to comply with audit findings
• Establish a “one stop shop” to assist campus departments and off-campus entities interested in using university facilities for events
• Provide clear, concise information and instructions