

## **Renting University Facilities, Equipment or Services**

### **OVERVIEW**

Finance and Administration enters into agreements on behalf of WSU to provide services or to rent University facilities or space to non-University entities. University departments seeking to provide services or to rent University facilities or space to non-University entities should contact Finance and Administration.

### **Service Centers**

Service centers may extend their services to the general public without contacting Finance and Administration if the following conditions exist:

- The Controller has approved the rates the service center charges.
- The service center operator uses the guidelines in *BPPM* 30.15 to determine if the non-University customer may purchase from the service center.

See *BPPM* 30.15 for more information about service centers.

### **RENTAL REQUEST**

In most cases, the customer contacts the University department responsible for the services, equipment, or space. A department receiving a request discusses the request with Business and Finance. If Finance and Administration determines that the proposed rental or service is appropriate, the department sends a memorandum to Finance and Administration requesting an agreement. The memorandum includes the following.

### **Requesting Memorandum**

- Name and address of the non-University user.
- Name of the sponsoring department, if appropriate.
- Name and telephone number of a University contact employee, if appropriate.
- Name, address, and telephone number of a contact individual for the non-University entity. Duration of anticipated use.
- List of the equipment or services WSU must provide including how the facility will be used.

### **Space**

Include building names and room numbers.

### **Equipment**

Include descriptions and WSU inventory numbers.

**NOTE:** Some equipment obtained through sponsored agreements may not be rented. Check with Sponsored Programs Services prior to renting equipment acquired through a sponsored agreement.

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Services Include the names of the positions involved and their rates of pay.

If a part of the request is covered by an approved service-center rate, describe those services or rentals and include the rates.

The responsible administrator approves the memorandum before it is sent to Finance and Administration.

### **RENTAL PROCEDURES**

#### **The Agreement**

Finance and Administration performs the following steps:

- Obtains a rate from the Controller.
- Coordinates approval of space rentals with the Facilities Use Committee. (WAC 504-34-040)
- Prepares the agreement and coordinates the approval. (Finance and Administration signs most rental agreements on behalf of WSU.)
- Distributes the contract.
- Files the original agreement with the Controller.

#### **Damage to University Premises or Equipment**

Rental agreements are to include adequate protection for WSU in the event of loss of or damage to University facilities or equipment while in the renter's custody or control. The appropriate scope of such protection will vary depending on the following:

- Nature of the facility or equipment rented
- Nature of the intended use
- Duration of the rental agreement

Contact Risk Management Services to determine what required protection measures are to be included in the rental agreement; telephone 509-335-6893.

#### **Collecting the Rent**

General Accounting prepares invoices for the charges and University Receivables sends statements for the invoiced charges.

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- Disposition of Revenue**                      Controller's Office personnel determine the disposition of revenue.
- Revenue may be handled in the following ways:
- Deposited in a general revenue account. This is applicable to most space/facility rentals.
  - Treated as a recovery of expenditure to a departmental account. This is applicable to certain equipment rentals.
  - Treated as an interagency reimbursement. This is applicable to rentals to other state agencies.

### **ACCOUNTING FOR EQUIPMENT**

Route an Inventory Control Report (WSU 1033) to Property Inventory whenever an equipment item is physically relocated off campus. See *BPPM* 20.50.

The department chair of the responsible WSU department ensures that the equipment is returned at the conclusion of the rental period. A second Inventory Control Report is routed upon return of the item.