

## OFF-SITE (FACILITIES USE) SPACE RENTAL AGREEMENT CHECK-OFF LIST

1. Department obtains approval from Department Head/Dean.

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Dept. Head/Dean

Date

2. Department notifies Mike Neal of need for space rental.  
Mike Neal reviews and approves if appropriate.

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Michael A. Neal, VP, Bus. and Admin. Services

Date

3. Public Safety notified of event being held off site. Director reviews and approves if appropriate:

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Claudia Neal, Director of Public Safety

Date

4. If department's request is approved, it secures the necessary paperwork to submit to Procurement for review. This should consist of the following forms:

- Facilities Use Agreement from the off-site facility (Mike Williams, Mike Neal or the President are the only authorized signers.)
- Request for our certificate of liability insurance to provide to off-site facility
- Form 5 to encumber money for rental fees and other supporting documentation as required by facility.

5. Procurement reviews paperwork, inputs PO in system, obtains certificate of liability insurance, signs Application for Use of School Facilities form and sends off paperwork to facility. Process is complete when department receives their copy of the Purchase order.

6. Off-site facility sends invoice to Accounting for payment.