

CENTRAL SERVICES PROCEDURE—ACCOUNTING

COLLEGE RENTAL OF EXTERNAL FACILITIES

Purpose: To delineate procedures for renting external facilities.

Facility Use Agreement:

A Facility Use Agreement must be prepared for all off-campus facility rentals. The Facility Use Agreement must be **fully executed** prior to holding any classes/activities in an off-site facility. **Fully executed** meaning that the form is completed and signed by all parties. The Facility Use Agreement includes a “hold harmless” clause; therefore, it is important that the Facility Use Agreement be **fully executed** prior to the start of any activity held at that site.

Electronic Requisitions, Purchase Orders, Payments:

Once the Facility Use Agreement has been fully executed, an electronic requisition must be processed and a copy of the agreement must be attached to a YCCD Change Order/Routing Form and submitted through appropriate channels.

Account Number:

Facility usage expenditures must be charged to object code #55772, Facilities Rental.

Effective Date: 07/1999

Updated: 04/2009

Questions: Deborah Campbell, Controller (X6527)