



RENTAL EXPENSE FOR AUXILIARY FACILITIES

Policy Title: Rental Expense for Auxiliary Facilities

Policy Type: Administrative

Policy Number: 46-05 (2014)

Approved: 12/16/2021

Responsible Office: Auxiliary Enterprises and Services

Responsible Executive: Vice President for Finance and Administration

Applies to: Students, Faculty, Staff, Vendors, and General Public

POLICY STATEMENT

This policy sets forth the University's policy for charging E&G departments for occupancy in Auxiliary Facilities. The policy applies to all E&G areas that occupy offices/space in Auxiliary Facilities.

TABLE OF CONTENTS	PAGE NUMBER
Definitions.....	1
Contacts.....	2
Stakeholder(s).....	2
Rental Expense for Auxiliary Facilities Policy Contents.....	2
Education and Compliance	2
Publication.....	2
Review Schedule.....	3
Related Documents.....	3
Forms.....	3

DEFINITIONS

Auxiliary Enterprise Buildings or Space: Income-generating structures and space such as dormitories, cafeterias, student union buildings, stadiums, athletic facilities, housing, or boarding facilities used by a fraternity, sorority, or private club, and alumni centers used solely for those purposes. Auxiliary space is not supported by State appropriations and financed through bonds.

Educational and General (E&G): Space used for teaching, research, or the preservation of knowledge, including the proportional share used for those activities in any building or facility

used jointly with auxiliary enterprise, or space that is permanently unassigned. E&G space is supported by State appropriations.

CONTACT(S)

Auxiliary Enterprises and Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to Auxiliary Enterprises and Services.

STAKEHOLDER(S)

Campus community, students, and vendors.

RENTAL EXPENSE FOR AUXILIARIES FACILITIES POLICY CONTENTS

A fair allocation of rent shall be charged to Educational & General (E&G) for allowable costs associated with facilities provided by Auxiliary Enterprises based on usable square footage. The allocations shall be made on the basis of the most accurate and reliable information, using the most reasonable basis relative to the activity, and established on documented principles and procedures. The allocation methodology determined for each fiscal year will remain in effect for the entire fiscal year. The cost allocation shall be reviewed on an annual basis to ensure that all the rental expense incurred is recovered. The rental rate is calculated and due by the end of the fiscal year.

EDUCATION AND COMPLIANCE

It will be the responsibility of Auxiliary Enterprises and Services staff to ensure compliance all requirements set forth in this policy. Auxiliary Enterprises and Services maintains compliance with Agency Risk Management and Internal Control Standards (ARMICS), mandated by the Commonwealth of Virginia, to support operational efficiency and financial accountability.

PUBLICATION

This policy will be published in the Policy Library on the NSU website. To ensure timely publication and distribution thereof, the Office of the Controller will make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;
3. Post the policy on the appropriate website; and
4. Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet publication requirements does not invalidate this policy.

REVIEW SCHEDULE

List the following:

- Next Scheduled Review: 5/10/2024
- Approval by, date: Vice President for Finance and Administration: 12/16/2021
- Revision History: 5/5/2006; 05/19/2015; 06/15/2016; 06/12/17; 05/10/2018, 5/10/2021
- Supersedes: 46.007

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy and procedures