



## RENTAL EXPENSE FOR AUXILIARY FACILITIES

**Policy Title:** Rental Expense for Auxiliary Facilities

**Policy Type:** Administrative

**Policy Number:** 46-05 (2014)

**Approved:** March 16, 1995

**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.

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### 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.

## **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: 5/10/2021
- Approval by, date: Vice President for Finance and Administration, 3/16/1995
- Revision History: 5/5/2006; 05/19/2015; 06/15/2016; 06/12/17; 05/10/2018

- 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