

COMPTROLLER POLICY MANUAL

	POLICY: CMP 214
	Section: 200 Departments
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Rental of NAU Facilities	Effective date: 03/22/2000
	Revision date: 01/27/2016

PURPOSE

To define a policy for use and rental of NAU facilities for non-university use.

SOURCES

[Arizona Board of Regents Policies 7-202 and 7-209](#)

University policy

BACKGROUND

The University may allow the use of its facilities by the external community pursuant to Arizona Board of Regents policies 7-202 and 7-209.

APPLICABILITY

All University departments, both on campus and off campus (statewide) sites.

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NAU Building Managers

Contract Authorization

Only [authorized NAU personnel](#) may sign contracts on behalf of the university. This includes contracts for the purpose of securing NAU events and the rental/use of NAU buildings and other facilities. The Board of Regents authorizes the University President to:

1. Execute contracts and other written instruments on behalf of the Arizona Board of Regents.
2. Delegate signature authority to other University staff members for limited purposes. Please contact [Contracting and Purchasing Services](#) for a list of authorized signers.

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Facility Managers

Building
Cline Library
University Union
Prochnow Auditorium
Sky Dome
Rolle Activity Center
du Bois Center
Ashurst
Ardrey Auditorium
Clifford White
Black Box Theatre

Please see the [Building Managers List](#) for a list of contacts for the buildings listed above.

The rental rates for use of the university facilities and properties by off-campus organizations shall be approved by the University president. Rental rates should reflect considerations of the fair market value rates charged by comparable facilities, actual expenses incurred in providing the space and inflation. Actual expenses should consider the following:

- operations (utilities, insurance, custodial)
- maintenance
- deferred maintenance

CROSS-REFERENCES

[CMP 213 Establishment of Sale and Resale Activities](#)

[CMP 306 NAU Event Ticketing](#)