



Real Estate

Request for Temporary Space - Instruction Sheet

Office of Responsibility:

West Virginia University, Office of Real Estate, hereinafter referred to as "RE." Contact methods for further information and filing - - Email: susan.mccollum@mail.wvu.edu, Campus Mail; PO Box 6555, Phone 293-2864, Fax 293-7156 (attn: Real Estate).

Purpose:

When rental is necessary for short-term purposes of non-state owned space, prior-to-use approval is required and is requested by completion and submission of a "Request for Temporary Space" form, hereinafter referred to as "RTS." WVU agencies may not rent space if suitable rent-free space is available in State owned facilities under similar circumstances (same size, location, and availability when needed). Also, under specific circumstances, prior approval to rent space is not required; see exceptions below.

Exception 1: An exception exists when the purchase of food, equipment rental, or lodging fee is also involved (this includes the costs associated with conducting a conference). In such cases, WVU Finance's Procurement, Contracting, and Payment Services' "WVU Hospitality/Event" form should be used/processed through that department. Also, temporary housing for new employees is approved via the "Employee Reimbursement Request" form. Both of these forms are viewable at: http://pcps.wvu.edu/for_departments/about_pcards/forms_manuals.

Exception 2: Prior approval and form completion is NOT required for short-term space rentals meeting all of the following criteria:

- ❖ Uses that are not office or storage;
- ❖ Uses that are for a duration of less than six months;
- ❖ Uses that will cost less than \$2,000; and
- ❖ Uses that do not require an owner's contract for signature¹.

If your use does not meet the above exceptions, approval via RTS is required prior to the event by the submission of the completed form. In the event prior approval was not obtained, or was not possible, written justification for submission after-the-fact should accompany the RTS form. Additional general qualifications for use of the RTS form are:

- ◆ The term (usage period) cannot exceed one year², and
- ◆ The cost cannot³ exceed \$2,000 over the current fiscal year.

Any leasing consistently occurring longer than one year in duration can typically be arranged with a long-term leasing contract negotiated, written, and managed by RE. If your use exceeds a year and/or \$2,000, contact RE for discussion of best leasing approval method.

¹ Owner's contracts must be accompanied by the State's WV-96 Agreement Addendum form, also signed by the owner. It provides clarification of state leasing codes for compliance. The WV-96 form is available at: <http://pcps.wvu.edu/r/download/32986>. Though this form is typically used in Procurement contracts, it can also serve as an addition ("addendum") to the owner's contract and will supersede and nullify anything in the contract that is not state code compliant relative to leasing

² For long-term leasing needs, call RE for initiation of the appropriate process.

³ Exceptions exist for when cost is higher but term is short; call RE for exceptions.

Process:

1. Requestor completes the RTS form and forwards to RE.
2. RE reviews ensuring it is in compliance with state and institutional code/law and policy relative to contracts and leasing, and approves or disapproves the request. If approved, RE will insert a unique number in the top left and sign at the bottom and sign bottom acknowledgement. If disapproved, it will be returned with explanation and further direction regarding action needed.
3. Assuming approval, RE records the approval, retains a copy, and returns the approved form to the requestor. This approval registration is also provided to WVU Payment Services via the Schedule of Real Estate Report which is used by Finance as a verification tool when processing payment.
4. The requestor attaches the approved RTS to the vendor's invoice, and processes as usual through the WVU Payment Services. If a p-card was used to make payment, the approved/executed RTS is filed with the receipt as required documentation when/if audited.

Instructions:

Complete the following areas. The form is available online for completion prior to printing and submission.

- 1 – *Is space requested to be used as office or Storage?* Select Yes or No.
- 2 – *Will the space be used for six (6) months or more?* Select Yes or No.
- 3 – *Will the total rental amount exceed \$2,000 for the event or use during the present fiscal year?*
Select Yes or No.
- 4 – *Is there any kind of rental agreement, contract, etc. to be signed by the agency?* (In other words, does the owner of the space have any contract requiring a WVU signature?) Select Yes or No. If “yes”, attach a copy of the contract and WV-96 Agreement Addendum; see footnote 1 from previous page for more detail.
- 5 – *Type of Space (examples – conference, auditorium, housing).* Provide a basic description of the type of space being rented.
- 6 – *Date(s) of Use.* Enter the start and end date of the use, including month, day, and year. (Example: March 1, 2000 through May 30, 2000).
- 7 – *Rent To Be Paid To (ownership name and address):* Enter the business name of the owner of the space and provide their full mailing address including street, city, state, and zip code.
- 8 – *Cost of Use of Space (define per occurrence and tally):* Detail the specific details of the cost of us; such as cost per day, per month, per use, or whatever is the unit of measure; then provide the total cost for the entire event. Example: “\$300 per month for 3 months plus \$50 deposit = \$950.”
- 9 – *Purpose Use:* Three lines are provided for your narrative description of the reason you are renting the space. Be as descriptive as possible in the space allotted. Example: Rental of an apartment for graduate student John Smith working on the Intelligent Grant # xxx.xx.x.x.x.x.

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10 – *Your Contact Information – Name, Phone, Email, Campus Mailing Address.* Complete each field providing this detail for you, the requestor (not the owner of the property being rented). This will be the field used to return the approved or disapproved RTS form by RE.

11 – *Funding Source.* Select “State Funds,” “WVURC Funds,” or “Private/WVUF/Other” relative to which applies to the account that will be used to pay the rent.

“I certify to the best of my knowledge, suitable rent-free space is not available on the date(s), location, and for the purpose stated above.” Provide a typed or printed name of the person who is certifying this statement and date.

Do Not Complete Below This Line. The remainder of the form is reserved for the approval decision of RE.

Assemble Your Material And Submit:

Print and forward your form to RE via campus mail, email attachment, or fax (attn.: Real Estate).

The materials should be assembled in the following order:

1. RTS form
2. Owner’s Contract; if any
3. WV-96; if necessary due to there being an owner’s contract
4. If submitting after the start date of use, provide rationale for late submittal.