




UNIVERSITY of  
NORTH FLORIDA

November 1, 2007

MEMORANDUM

TO: Sharon Papian, Director  
Performing Arts Center

FROM: Shari Shuman, Vice President   
Administration and Finance

SUBJECT: Delegation of Authority – Lease of Space in Performing  
Arts Center

Pursuant to a delegation of authority dated November 1, 2007, the University President has granted me the authority to administer and execute business and finance agreements on behalf of the University of North Florida Board of Trustees, provided such contracts are in conformance with law and the rules of the Board.

Effective this date, I hereby designate the Director of the Performing Arts Center as my designee and authorized institutional representative for purposes of administering and executing contracts for the lease and/or license of the Performing Arts Center and portions thereof to University units and non-University third parties.

The Performing Arts Center must be utilized efficiently and effectively in support of University programs. Your authority to lease and/or license shall be exercised in a manner consistent with such utilization and in accordance with University regulations, policies and procedures, giving due consideration to risks to the Performing Arts Center and property and equipment contained therein. Exercise of your authority should be consistent with the parameters determined by the Vice President for Academic Affairs.

The Office of the Vice President, General Counsel, shall review and approve all standard forms of lease and agreement for the use of the Performing Arts Center, and the said Office shall approve any revisions to such standard forms.

This delegation of authority shall remain in effect until revoked by me in writing and shall not be further delegated. Thank you for agreeing to accept this responsibility.