



UNIVERSITY of
NORTH FLORIDA

November 1, 2007

MEMORANDUM

TO: David Crabtree, Associate Director
Student Life

FROM: Shari Shuman, Vice President *SS*
Administration and Finance

SUBJECT: Delegation of Authority – Lease of Space in University
Green, Student Union and Robinson Theatre

Effective this date, I hereby delegate to the Associate Director, Student Life, the authority vested in me pursuant to delegation by the President of the University for the lease and/or license of the University Green, rooms designated for lease and/or license within the Student Union and the Robinson Theatre to University units and non-University third parties, including the execution of contracts thereof.

The University Green, Student Union and Robinson Theatre 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 University Green, Student Union and Robinson Theatre and property and equipment contained therein. Exercise of your authority should be consistent with the parameters determined by the Vice President for Student and International 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 University Green, Student Union, Robinson Theatre and designated portions, 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 may not be further delegated. Thank you for agreeing to accept this responsibility.