August 18, 2011

MEMORANDUM

TO: David Crabtree, Director
    Student Union

FROM: Shari Shuman, Vice President
      Administration and Finance

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

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

The University Green and Student Union 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 and Student Union 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 and Student Union 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.