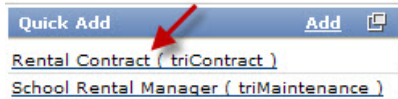


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BEFORE starting this procedure, make sure that you have all of the rooms you will need for the lease set-up as “Reservable” in the system.

If you do not have the rooms you need set-up, please see the “*How to Create Reservable Rooms*” user guide.

1. Click on **Rental Contract** link to open new contract

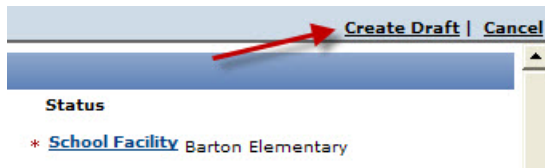


2. Add **Event Name & Event Description**

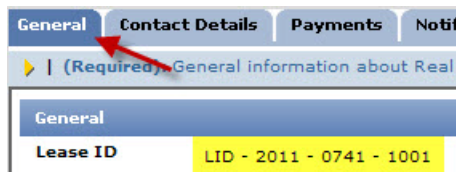
* **Event Name**

Event Description

3. Click **Create Draft** Link in the upper right-hand corner.



4. Click the **General** tab to get a **Lease ID** number, then click “Save”

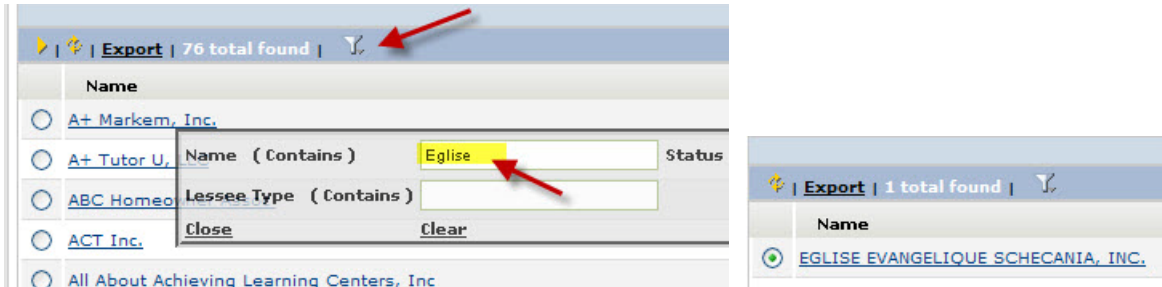


5. Go the **Lessee Company** section and first click on **Find** your Lessee to see if the Lessee Company has already been entered into the system:



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6. Don't forget that you can use the **funnel tool** to open the filter and search by “Name”
Type the name in the “Name” field and then hit **enter**. If the name comes up, click on the radio button and then click “OK”



7. Or you can click on “Find” and **scroll down the list** of all **Lessee names**.* If you find the Lessee Organization you need for your lease, click the **Radio** button (circle to the left of the name), then click “OK”



***TRIRIGA only shows a certain number of records at a time.**

Always remember to check how many records are available and then check how many records are being shown:



This is what the **Lessee Company** portion of the Rental Contract screen would look like if your Lessee Organization was already in the system:

Lessee Company		Add Find Remove	
Name	EGLISE EVANGELIQUE SCHECANIA, INC.	Status	Draft
Lessee Type	Non-Profit (Non-Taxable)	Sales Tax Exempt Certification	<input checked="" type="checkbox"/>
Liability Insurance	<input type="checkbox"/>	Health Department	<input type="checkbox"/>
Non-Profit Corporation	<input checked="" type="checkbox"/>	Status of Corporation	<input checked="" type="checkbox"/>
Address	P.O. BOX 1232	City	BOYNTON BEACH,
State	FL	Zip Code	33425

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8. If your **Lessee** is **NOT** in the system, you can click the “**Add**” link which will open up a new screen so that you can add a lessee company to the TRIRIGA Database.* **Please make sure that you are not adding a Lessee that already exists in the system – check carefully.** To add a Lessee to the system, click on the “**Add**” link:

Lessee Company		Add Find Remove
Name		Status
Lessee Type		Sales Tax Exempt Certification <input type="checkbox"/>
Liability Insurance <input type="checkbox"/>		Health Department <input type="checkbox"/>
Non-Profit Corporation <input type="checkbox"/>		Status of Corporation <input type="checkbox"/>
Address		City
State		Zip Code

* For assistance, please see the Targeted User Guide called, “How to Create a New Lessee Company”

9. Go Reservations Section, click on “Add”

Reservations	Add Remove
<input type="checkbox"/> Reservation ID No data to display	Status

A new window called “**Space Rental Reservation**” will pop up.

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10. Go to the “Dates” section and you will see “Onetime” & “Recurring*” – we will click on “Onetime”

** For further assistance, please see the Targeted User Guide called, “How to Create a Recurring Reservation.”*

11. Then to select your date and time, click on the calendar icon and you will see a calendar pull-down menu. The calendar date and time automatically defaults to the time that you are working on the reservation.

Select your time **first**, then select the date. Use the yellow arrows to scroll forward or backward by month or year. When you click on the date, the calendar automatically closes; the start time and date will look like this:

12. To select the **amount of time needed for a reservation**, click on the **25** icon next to “Duration” then click “OK” and the time will calculate accordingly.

Remember – you can use the **Erase icon**   to delete your selection and start over.

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When you are done, your “Dates” section should look like this:

Dates

* **Type** Onetime Recurring

* **Start Time** * **End time**

Duration

13. To pick the room(s) for your onetime reservation, go to the “Locations” section and click on “Find”

Locations Find | Remove

!	Building	Floor	Room Name	Event Type	Room Cost	Event Insurance Cost	Total Labor Cost	Total Taxes	Total Rental Cost	Status
No data to display										

A new window will pop-up that has a listing of all rooms that have been configured as “Reservable” in the system. (To learn how make a room “Reservable,” please see the TUG called “Making Rooms Reservable.”)

OK | Export | Cancel

Export | 15 total found |

<input type="checkbox"/>	Rate Type	Building	Floor	Space	Commercial Rate	Non-Profit Rate
<input type="checkbox"/>	Auditorium <250	10	01	102	\$100.00	\$50.00
<input type="checkbox"/>	Auditorium <250	10	01	101	\$100.00	\$50.00
<input type="checkbox"/>	Multipurpose Room	2	01	122	\$50.00	\$25.00
<input type="checkbox"/>	Auditorium <250	2	01	131	\$100.00	\$50.00
<input type="checkbox"/>	Band Choral Room	2	01	121	\$30.00	\$15.00
<input type="checkbox"/>	Band Choral Room	2	01	120E	\$30.00	\$15.00
<input type="checkbox"/>	Classroom	2	01	132	\$35.00	\$20.00
<input type="checkbox"/>	Auditorium >250	3	01	101	\$150.00	\$75.00
<input type="checkbox"/>	Auditorium <250	5	01	1	\$100.00	\$50.00
<input type="checkbox"/>	High School Gymnasium	8	01	102	\$200.00	\$100.00
<input checked="" type="checkbox"/>	Media Center	9	01	105D	\$50.00	\$25.00
<input type="checkbox"/>	Classroom	9	01	105B	\$35.00	\$20.00
<input type="checkbox"/>	Classroom	9	01	105C	\$35.00	\$20.00
<input type="checkbox"/>	Play Court			Courtyard	\$10.00	\$5.00
<input type="checkbox"/>	Baseball Field			023	\$45.00	\$25.00

Find the room(s) you wish to select and put a check mark in the box to the left of the selection. Then click “OK”

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Your **Locations** section should now look like this:

Locations Find Remove											
	!	Building	Floor	Room Name	Event Type	Room Cost	Event Insurance Cost	Total Labor Cost	Total Taxes	Total Rental Cost	Status
<input type="radio"/>		9	01	105D	Media Center	\$50.00	\$.00	\$.00	\$3.25	\$53.25	Active

14. To add “**Labor**” double click on the [\\$.00](#) under “**Total Labor Cost**” and a new window pops-up called “**Rental Resource**” which will display a “**Labor**” section as in below.

Labor Add				
<input type="checkbox"/>	Position	Rate	Hours	Total Cost
No data to display				

To add labor types, click on the “**Add**” button and the 11 available Labor Categories pop-up in a new window:

Export 11 total found Show: 50						
<input type="checkbox"/>	!	ID	Name	Hourly Rate	System Hierarchy Path	Status
<input type="checkbox"/>		1000001	Custodial FP	\$35.00	\Classifications\Space Rental Labor\Custodial FP	Active
<input checked="" type="checkbox"/>		1000002	Custodian	\$33.00	\Classifications\Space Rental Labor\Custodian	Active
<input type="checkbox"/>		1000003	Food Serv Asst	\$35.00	\Classifications\Space Rental Labor\Food Serv Asst	Active
<input type="checkbox"/>		1000005	Food Serv Mgr	\$48.00	\Classifications\Space Rental Labor\Food Serv Mgr	Active
<input type="checkbox"/>		1000007	School Police	\$46.00	\Classifications\Space Rental Labor\School Police	Active
<input checked="" type="checkbox"/>		1000008	Theatre Tech	\$40.00	\Classifications\Space Rental Labor\Theatre Tech	Active
<input type="checkbox"/>		1000009	Lease Coor	\$40.00	\Classifications\Space Rental Labor\Lease Coor	Active
<input checked="" type="checkbox"/>		1000010	ITSA	\$35.00	\Classifications\Space Rental Labor\ITSA	Active
<input type="checkbox"/>		1000011	STST	\$40.00	\Classifications\Space Rental Labor\STST	Active
<input type="checkbox"/>		1000013	Field Prep (Football)	\$650.00	\Classifications\Space Rental Labor\Field Prep (Football)	Active
<input type="checkbox"/>		1000014	Field Prep (Baseball/Soccer)	\$150.00	\Classifications\Space Rental Labor\Field Prep (Baseball/Soccer)	Active

Select the categories you want and click “**OK**” and the window will close and you will see the categories that were checked off (above):

Labor Add				
<input type="checkbox"/>	Position	Rate	Hours	Total Cost
<input type="checkbox"/>	Custodian	\$33.00	<input type="text" value="0"/> hours	\$.00
<input type="checkbox"/>	Theatre Tech	\$40.00	<input type="text" value="0"/> hours	\$.00
<input type="checkbox"/>	ITSA	\$35.00	<input type="text" value="0"/> hours	\$.00

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Input the number of hours for each category and click the “General” tab to calculate “Total Cost”

Labor						Add
<input type="checkbox"/>	Position	Rate	Hours		Total Cost	
<input type="checkbox"/>	Custodian	\$33.00		2 hours	\$66.00	
<input type="checkbox"/>	Theatre Tech	\$40.00		3 hours	\$120.00	
<input type="checkbox"/>	ITSA	\$35.00		4 hours	\$140.00	

If you need to add 2 custodians, click on “Add” and select another custodian:

Labor						Add
<input type="checkbox"/>	Position	Rate	Hours		Total Cost	
<input type="checkbox"/>	Custodian	\$33.00		2 hours	\$66.00	
<input type="checkbox"/>	Theatre Tech	\$40.00		3 hours	\$120.00	
<input type="checkbox"/>	ITSA	\$35.00		4 hours	\$140.00	
<input type="checkbox"/>	Custodian	\$33.00		1 hours	\$33.00	

15. To add “Exterior Lighting,” locate Exterior Lighting in the “Costs” section (above the “Labor” section)

Costs			
COST ITEM		HOURS	RATE
<u>Space Type</u>	Cafeteria (Elem/Mid)	3	\$25.00
Tax			0
Exterior Lighting	<input type="text" value=""/>	<input type="text" value="0"/>	\$.00

Click on the key icon and a menu with all lighting costs will pop-up:

Name		Hourly Rate
<input type="radio"/>	Baseball - FPL	\$18.00
<input type="radio"/>	Baseball - Lake Worth	\$28.00
<input type="radio"/>	Basketball Court - FPL	\$4.00
<input type="radio"/>	Basketball Court - Lake Worth	\$6.00
<input type="radio"/>	Football/Track (Stadiums) - FPL	\$18.00
<input type="radio"/>	Football/Track (Stadiums) - Lake Worth	\$28.00
<input type="radio"/>	Play Court - FPL	\$4.00
<input checked="" type="radio"/>	Play Court - Lake Worth	\$6.00
<input type="radio"/>	Practice Fields - FPL	\$18.00
<input type="radio"/>	Practice Fields - Lake Worth	\$28.00
<input type="radio"/>	Racquetball Court - FPL	\$4.00
<input type="radio"/>	Racquetball Court - Lake Worth	\$6.00
<input type="radio"/>	Soccer/Softball Fields - FPL	\$18.00
<input type="radio"/>	Soccer/Softball Fields - Lake Worth	\$28.00
<input type="radio"/>	Tennis Court - FPL	\$4.00
<input type="radio"/>	Tennis Court - Lake Worth	\$6.00

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Select the type of **Exterior Lighting** required for your leases (click on the radio button) and then click “OK.” Put in the number of hours needed, click on the “General” tab and it will calculate the total **Exterior Lighting** cost:

Costs					
COST ITEM		HOURS	RATE	TOTALS	
<u>Space Type</u>	Cafeteria (Elem/Mid)	3	\$25.00	A. Space Cost	\$75.00
Tax			0	B. Total Taxes (A * Tax Rate)	\$0.00
Exterior Lighting	Play Court - Lake Worth	3	\$6.00	C. Exterior Lighting Cost	\$18.00
				D. Event Insurance Cost	\$0.00

16. If the Lessee will not be providing proof of insurance for the lease, the Lessee must purchase insurance from the School District through Risk Management (Liquid Office Form **PBSD 1915 Vendors Liability Insurance Report**). The leasing coordinator will use Form PBSD 1915 to generate a quote for a lease and will then add that dollar amount into the “Event Insurance Cost” field in the “Costs” section. (Please contact Real Estate or Risk Management regarding questions about this form.) Take the amount generated by filling out the form where it says **\$0.00** and type in the amount as in below:

TOTALS		TOTALS	
A. Space Cost	\$75.00	A. Space Cost	\$75.00
B. Total Taxes (A * Tax Rate)	\$0.00	B. Total Taxes (A * Tax Rate)	\$0.00
C. Exterior Lighting Cost	\$18.00	C. Exterior Lighting Cost	\$18.00
D. Event Insurance Cost	\$0.00	D. Event Insurance Cost	\$168.53
E. Total Labor Cost	\$326.00	E. Total Labor Cost	\$326.00
F. Total Rental Cost (A+B+C+D+E)	\$419.00	F. Total Rental Cost (A+B+C+D+E)	\$419.00
H. Effective Rental Cost (F-G)	\$419.00	H. Effective Rental Cost (F-G)	\$419.00

Once the correct amount has been entered, click on the “General” tab and then “Save & Close”

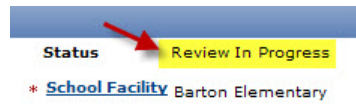
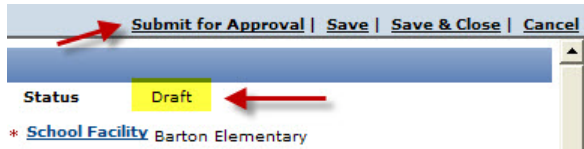
The final “Cost Summary” section should look something like this:

Cost Summary			
ESTIMATED COST		PAYMENTS	
A. Room Cost	\$390.00	I. In Kind Amount	\$0.00
B. Taxes	\$0.00	J. Actual Payment	\$0.00
C. Exterior Lighting	\$18.00	K. Total Remaining (H-J)	\$935.53
D. Event Insurance Cost	\$168.53		
E. Labor Cost	\$359.00		
F. Total Cost (A+B+C+D+E)	\$935.53		
G. Rental Waiver	\$0.00		
H. Effective Cost (G-H)	\$935.53		
		SHARE BREAKDOWN	
		L. School Share	\$253.50
		M. District Share	\$154.50

The School Share and District Share have been calculated to assist staff in determining the \$\$ amounts for the School to keep as well as what needs to be remitted to Accounting Services.

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17. You should now go back over the lease and check to ensure that everything is correct. If so, click on “**Submit for Approval**” and your Principal will get a notification* that there is a leasing pending for Review.



** If your principal needs assistance with the lease approval process, please see the “**Quick Start Guide for Principals,**” which will provide a step-by-step procedure for Approving or Returning leases.*