



# Space Leasing News...



By Real Estate Services

VOL 1, ISSUE 4 JANUARY-FEBRUARY 2011



## DESK

- **ADDING THE LESSEE**  
- add the Lessee to your lease **BEFORE** you create the reservation.
- **NEW LESSEE** - please check to make sure the lessee company is not already in the data base before adding a new one.
- **LEGAL NAME** - always use the legal name for the Lessee so that it matches the name on all documents.
- **RESERVABLE SPACES**  
- make sure that your spaces are "**Activated**" otherwise, you won't find your rooms when you create your lease.
- **CAN'T GO BACK IN TIME!** Remember that you can only create leases starting from tomorrow forward... please don't try to put in leases from a past event!



## TRIRIGA Software Updates & System Maintenance...



The CAFM team is working diligently to keep the Space Leasing software running smoothly so that it's available when you need to use it (during normal school hours).

However, we do need some time to perform weekly system maintenance, so we have set aside specific times when the system will be off-line throughout the year. **During this time, no users can be logged on to the system.**



Here is the schedule:

- Regular system maintenance is scheduled for **Friday evenings from 9:00 PM until 6:00 AM Saturday.**
- **During summer hours** (when we're working four, 10-hour days), maintenance is scheduled for **Thursday evenings from 9:00 PM until 6:00 AM Friday.**
- Any unplanned outages will be communicated immediately.

Please note these times on your calendars - particularly if your regular work schedule includes evening hours.

## STEPS TO CREATE A LEASE:

1. First, add the **Event Name**. Make it something that makes sense to you and the Lessee.
2. Add **Event Description**. Keep it short.
3. Click **Create Draft**. You may have to click on "**Save**" and/or "**General**" a couple of times to refresh the screen in order to generate the **Lease ID number (LID)**.
4. **Find or Add the "Lessee."** It is really important that you thoroughly search the database before you add a new Lessee. We need to avoid creating duplicate Lessee records because our reporting accurate information depends on each lessee having only one record in the system. Also, if you are using a Lessee that someone else has entered into the system, it is your responsibility to ensure that all of the data and required documents are accurate!
5. Add the **Reservation (s)** for the event (s)
6. Don't forget to add additional charges for **labor, insurance & lighting**, if necessary.
7. Check your work! Are all **dates, times & charges** correct?
8. Click **Submit**. Your lease is now ready for your principal's review & approval. Check the "**Notifications**" tab to monitor the progress of your lease through the approval process.





# We're rolling out new features for Spring 2011...



Stay tuned for new improvements... We continue to get great feedback from our schools about how we can make the leasing process easier for you - keep up the good work!



General | Notification | Notes & Documents | Payments | **Reports** ← **New tab!**

Parameters | Group Tree | 1 / 3 | 100%

**NOTE: Only print the contract when it is in "Issued" status. Printing in "Draft" or "Review in Progress" is not allowed and may result in an audit finding!**

**THE SCHOOL DISTRICT OF PALM BEACH COUNTY**  
**Lease Agreement for the Use of School Facilities**  
 Lease ID: LID - 2011 - 2631  
 Fiscal Year: 2011  
 Lessee Type: Non-Profit (Non-Taxable) | **Status: Issued** | School Facility: Palm Beach Central High

### REMEMBER:

Only print the lease when it is in "Issued" status. This means that it has gone through the entire approval cycle.

### IMPORTANT INFORMATION ABOUT THE CHANGE IN SALES TAX CHARGES:

The "half-cent sales tax" (0.5% discretionary sales tax) for Palm Beach County expired at midnight on December 31, 2010. Therefore, any taxable sales or leases payments for calendar year 2011 (beginning January 1, 2011) will be subject to 6% sales tax (and not 6.5%). Any lease entered into prior to 1/1/11 will also be subject to 6% for payments received on or after 1/1/11. Leasing agents who collected 6.5% after 12/31/10, will be required to reimburse the lessee 0.5% of the original payment. To clarify, if you collected the rent up front in 2010 and it relates to both 2010 and 2011, it is OK to charge the 6.5%. If the lease was signed for the fiscal year and you are receiving monthly payments throughout the year, the rate needs to change to 6% for rent collected after January 2011.



### What does "Rental Status" mean on the contract?

<input type="checkbox"/> Julliard	You have started the lease, but you have not clicked "Submit for Approval" yet.	→	Draft
<input type="checkbox"/> Calvary Hall	You clicked "Submit for Approval" - click notification tab to follow progress.	→	Review In Progress
<input type="checkbox"/> Iglesia Bautista Hispana Boca Glades	You have "cancelled" the lease and the space is available again.	→	Cancelled
<input type="checkbox"/> Frontline Ministries	The lease has been approved. At this time you can print it to be signed.	→	Issued
<input type="checkbox"/> ISLAND LAKES HOA	LID 175 The event is over & you have received full payment for lease.	→	Completed

## School District Wellness Partners for Employees

Business and organizations can be approved as Wellness Program Service Providers. Wellness Partners provide wellness programs and activities that are beneficial to District Employees and assist with District objectives. As a Wellness Partner they may use school facilities during normal operational hours. Keep in mind that Principals are responsible for operation of their campus and have authority to deny access to any out-

side vendor to their campus at any time. Approved Wellness Vendors are Weight Watchers (Weight Loss Programs) & Body Wellness (Exercise Classes). For information on Wellness Partners, contact: Risk & Benefits Management – Employee Wellness at 434-8044.

