



## IMPORTANT THINGS TO REMEMBER:

- **RECURRING** - is a pattern of days & times (please see this month's article on recurring leases).
- **NEW LESSEE** - please check to make sure the lessee company is not already in the data base before adding a new one.
- **LEGAL NAME** - of the Lessee when you're adding a new lessee company to the system
- **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!

# Space Leasing News...



By Real Estate Services

VOL 1, ISSUE 3

DECEMBER, 2010



## End of the Year Round-up...



It's hard to believe that we're at the end of the calendar year already, with cooler temperatures ushering in the holiday break waiting just around the corner. Quite a difference from those hot days in August when we were all learning the new Space Leasing software together!

We have really made tremendous progress, thanks in large part to our intrepid leasing coordinators who have patiently worked with Real Estate Services and the CAFM Team to make the program a success. As we have learned the Space Leasing module together, we have also discovered how much better it is to have everyone working with an electronic system rather than with mountains of paper.

Anytime a new software system is rolled-out, users will always find some areas that need attention. We know that there is room for improvement and we are listening to what you like and what you may not like so much. Keep in mind that there may be fea-

tures that cannot be changed because those features are at the system level and are needed for modules that will be rolled out in 2011 and 2012. However, as we get your feedback, we are trying to streamline and make improvements everywhere we can.

For example, we hope to have a redesign of the recurring lease feature available this Spring so that it will be easier for leasing coordinators to enter recurring leases into the system. Please continue to let us know how we're doing! We need feedback from the schools because that's the only way that we can develop a tool that is truly useful.

As we say so-long to 2010, approximately 88% of all Palm Beach County Schools are currently active in the new system and 349 leases have been "Issued" (Approved) to date and 87 more are "In Progress" (going through review).

**Keep up the good work everyone!**

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

**DRAFT:** inputting information into the lease, but it hasn't been submitted yet.

**REVIEW IN PROGRESS:** lease has been "*submitted*" and it is going through the "*approval*" process starting with your principal, then the Real Estate Services Administrator and, the Director of Real Estate Services.

**ISSUED:** the lease has gone through all required "*approvals*" and the leasing coordinator can print it out to be signed by the Lessee, the Principal and a Witness.

**CANCELLED:** contract has been "*cancelled*" (by either the school or the lessee) and the space is available again.

**COMPLETED:** all events have "*occurred*" and lease has been "*paid*" (in full).





# Understanding Recurring Leases



What is a “**Recurring**” event? It’s when the event occurs at regular intervals - like every Tuesday from 4:00 p.m. to 8:00 p.m., or Saturdays & Sundays from 9:00 a.m. to 5:00 p.m. or the third Monday of every month from 3:30 p.m. to 7:00 p.m.

If you think you have a recurring lease, first write down all of the dates and times and look for a pattern. If you have an event that occurs every Saturday in March, but it starts at **different times** for each of the different Saturdays - you DO NOT have a recurring event. In that case, you will have to make those reservations using the “**Onetime**” option when creating your lease. Remember, an event is only recurring if it’s an event that occurs on the same day (s) and starts and ends at the same time.

When creating a recurring reservation, you must first determine the frequency. The leasing system allows you to choose “**Daily**,” “**Weekly**,” or “**Monthly**” and then you can customize it from there. We are working on making this process more user-friendly and will keep you posted.

**Select an Occurrence Type**

\* Recurrence Pattern Type  DAILY  WEEKLY  MONTHLY  YEARLY

**In this case, we're choosing "Every (1) week" on Mondays, Wednesdays & Fridays.**

Weekly Recurrence

Every  Week(s) On

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday

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**Select an Occurrence Type**

\* Recurrence Pattern Type  DAILY  WEEKLY  MONTHLY  YEARLY

**In this case, we're choosing daily - every weekday.**

Daily Recurrence

Every [x] day(s)  Every weekday

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MONTHLY  YEARLY

Monthly Recurrence

Day [x] of every [x] month(s)

The [First] [Monday] of every [x] month(s)

The

of Every  Month(s)

**In this case, we've chosen the 3rd Tuesday of every month.**

**Please don't forget to make 2 copies of your signed, original leases. You will give a copy to the Lessee, keep a copy for your files and send the original to Real Estate Services! Also, make sure you put ALL leases in the PONY before you leave for the holidays!**

**STATUS OF CORPORATION**

Don't forget to check the Lessee status on [www.sunbiz.org](http://www.sunbiz.org). Search for the Lessee name, check to ensure that the status is “Active” and then download the Status of Corporation document. If the status is “InActive” make sure you call Real Estate Services before submitting the lease to determine how to proceed.

## Palm Beach County Sheriff's Office & School Security After Hours...

If your school falls under the jurisdiction of Palm Beach Sheriff's Office (PBSO) you must add a labor charge for police to any lease that you feel may need security. PBSO will not respond to any calls from our schools after school hours, so don't forget to add school police to your event. **Please call our office if you have any questions. (561-882-1946)**

North Regional Bureau	South Regional Bureau	Western Regional Bureau
District 1 - West Palm Beach	District 4 - Delray Beach	District 5 - Western Palm Beach County +
District 2 - Mangonia Park	District 6 - Western Boynton Beach	District 8 - Wellington
District 3 - North Palm	District 7 - Boca Raton	District 9 - Royal Palm Beach
District 10 - Lake Park	District 14 - Lake Worth	District 11 - South Bay
		District 12 - Pahokee
		District 13 - Belle Glade
		District 15 - Acreage/Loxahatchee

*This list shows “Districts” under the jurisdiction of the PBSO. Schools located in these districts may need to add security to their after-hours events. For more info, call RES 882-1946.*