



IMPORTANT THINGS TO REMEMBER:

- **USER ID** - is case sensitive, you must use lowercase letters even if you use uppercase to log on to PeopleSoft
- **BEFORE** you add a new lessee to the system, please check to make sure the lessee company is not already in the data base
- Use the **LEGAL NAME** of the Lessee when you're adding a new lessee company to the system
- **CHECK** to make sure that your spaces have been configured (added) as "Reservable" and that the status is "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



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SCHOOLS NOW ON-LINE... NO MORE PAPER!

The CAFM Space Leasing module has been implemented and is now on-line. With the training of School Leasing personnel completed it is time to move all lease functions on-line.

Schools are using the new system to create leases in Tririga, which went into effect on November 1, 2010.

As such, Real Estate Services is no longer accepting any paper pre-qualifications. Leases should now be electronically produced in Tririga. (Please refer to Bulletin #P-13665-CLO/COO for more information.)

The Tririga link can now be



The new system connects all schools to the leasing database, which includes all lessee organization info, via the internet.

found on the District website, just click on Employees, then click on Tririga under "Services" (on the right-hand side of the page) **TRIRIGA Link:** <http://triprodas:8001/login>

Use your District Network username and password (the same way you log in to your computer at school) to access this system - except, don't forget, login with all lowercase (not UPPERCASE). **Keep up the great work!**

Contract Status - let's define the terms!

DRAFT: you are working on the lease, but haven't submitted it yet.

REVIEW IN PROGRESS: you have submitted the lease and the contract is going through the "approval" process.

ISSUED: the lease has gone through all required "approvals" and, lease is ready to be printed out.

COMPLETED: contract has been "approved, paid and event has occurred." In the upcoming months, the Facilities Division will be rolling out modules for Work Order Management, Facilities Projects and Inventory & Tools. .. **STAY TUNED!**



"General" AND "Save" will refresh your screen.

Printing your approved lease contract is easy!



Once you have received a notification that your contract has been “Issued” (approved by Real Estate Services) you can print the lease so that it can be signed by the principal and the lessee organization.

Go to your School Rental Manager and open the lease you want to print. You will see a tab that says “Print Preview” click on that tab and the system will generate the lease form. It may take a moment for the report to generate, so be patient. A window opens that says, “TRIRIGA Report Viewer”

Look for the printer icon and then click on it - you should see something like the inset (right).



A window opens up that says, “Page Range:” select “All” and then click “OK”

Then a window opens that says, “Do you want to open or save this file?” You will click “Open” and Adobe will generate the lease in PDF format so that you can send it to your local printer. If you wish to save the pdf file, that’s fine, too!



Powered By **TRIRIGA** TRIRIGA Report Viewer

1 / 4 Main Report 100% Business Objects

Clicking on the printer icon will generate a pdf. Once the pdf opens, you can print to your local printer.

THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Lease Agreement for the Use of School Facilities
Lease ID: LID - 2011 - 2141
Fiscal Year: 2011
Lessee Type: Commercial Status: Issued School Facility: Acreage Pines Elementary

DIRECTIONS: Please review all information for accuracy and have Lessee, Principal and Witness sign and date below. After a lease agreement has been completed and after all signatures have been obtained, make copies for your school files, the Lessee and Finance. Send the signed, original lease to the Real Estate Services Department.

THIS AGREEMENT made on 10/21/2010, between THE SCHOOL DISTRICT OF PALM BEACH COUNTY, as Lessor, and KEEP 'EM MOVING, INC., as Lessee located at the following address:

STATUS OF CORPORATION

If you are leasing to a corporation you must make sure that they are in “Active” status. To check, go to www.sunbiz.org, search for the name and then download their Status of Corporation.

How do I add the Theatre Surcharge?

The “Theatre Surcharge” is a new way to keep track of costs (lighting, sound equipment, etc.) for Performing Arts events. Under your “Reservable Spaces” tab, you first have to make sure that you set up your “Auditorium” as active and available for leasing. Then, search through your “All School Spaces” to find an area called “Stage.” If you are leasing your Auditorium for a performing arts event, you

must add the stage as an additional space charge along with the charge for the auditorium because the surcharge is being treated as a space, which can be taxed as appropriate. You will set up the stage space using the “Theatre Surcharge” amount just like you would configure any other space at your school for leasing.

Don’t forget to activate the space!

ONE MORE THING... Church group signage *cannot* stay up indefinitely

Church signage relating to leasing of school facilities by church groups cannot stay up on the fences or on stakes on a continuous basis.

It is important to remember that in certain cities and municipalities, signage is strictly regulated by zoning laws, etc., and cannot stay up indefinitely.

The day of the meeting, groups may put up signs before services begin and then all signage must be taken down and removed from school property after services have ended for the day. This should not be confused with the separate program for banners for which some schools sell space.



Make sure that all church signage is removed after the conclusion of services.



Please submit your completed original leases to Real Estate Services!