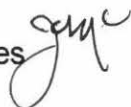


## Memorandum

To: Ruth Rodrigues, Director of Campus Reservations and Records Management

From: Joseph McDonald, Assistant Vice President for Business Services 

Date: January 8, 2014

Re: Delegation of Authority – Facility Use Agreements

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Pursuant to a Delegation of Authority dated January 8, 2014, the Vice President for Administrative Services and Finance granted to the Assistant Vice President for Business Services the limited authority to execute Facility Use Agreements, Memoranda of Understanding (MOUs) and any other agreements related to rental and use of University facilities.

As the Vice President for Administrative Services and Finance's designee, I hereby re-delegate to the Director of Campus Reservations and Records Management the limited authority to approve MOUs for use of University facilities by University Departments. Also delegated is the authority to approve Permits for Solicitors for use of University facilities. Additionally, all MOUs must use the appropriate University-approved form and comply with applicable University regulations and/or policies.

This delegation is effective immediately and any re-delegation of this authority shall not be below the level of Director unless authorized by the Vice President for Administrative Services and Finance. Re-delegation should align authority with effective organizational assignments of responsibility. Moreover, any re-delegation shall be in writing with a copy sent to the General Counsel.

c: Steve Magiera, Vice President for Administrative Services and Finance  
Vee H. Leonard, Esq., Vice President and General Counsel

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