

## TechBuy Guidelines for Short-Term Facility Rentals

*The following guidelines are intended to provide assistance for individuals entering requisitions for hotel blocks and short-term facility rentals. The Purchasing/Contracting Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.*

This guide should be followed when departments need to submit a requisition for short-term facility rentals, such as exhibit and booth space, meeting rooms or conference facilities. *Note, if the expense will include catering charges, please refer to the How to Guide for [Food and Entertainment Expenses](#).*

1. For meeting or conference rooms, get a detailed quote from the facility listing each of the specific charges that will be included. For exhibit space or booth rentals, the rental or registration form sent for that purpose may be used as the quote.
2. Use the Non-Catalog Form and select the appropriate **Purchase Category**. *Selecting the correct Purchase Category will expedite the requisition!*

### Non-Catalog Form

Purchase  
Category

Booth Rentals

3. In **Product Description**, include the name of the event, the date(s), and the organization sponsoring the event. In **Description of Goods or Services**, provide additional details explaining the purpose of the event and the benefit to the university.
4. If the facility requires a contract, complete a routing sheet, and attach the contract and routing sheet in the **Internal Notes and Attachments** section of the requisition.
5. Attach the facility's quote to the **External Notes and Attachments** section. By attaching the quote, you do not have to list the items separately.
6. Use 7G0102 Rental Space (for the facility rental).
7. Be sure to allow at least two weeks prior to the facility's deadline for completion of the contract process.