

# COLLEGE OF MICRONESIA-FSM

## ADMINISTRATIVE PROCEDURE No. 7007

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### College of Micronesia-FSM, FSM-China Friendship Sports Center

Date Adopted: 21 June 2005

Date Revised:

Date Reviewed: 22-24 March 2014

References: Gym Use Policy 2002.  
Director of Maintenance Memorandum dated June 21, 2005.  
Recommendations by the Director of Maintenance and the Director of Student Life.

#### Procedure

- a. A formal written request is required and shall be addressed to the COM-FSM President's Office.
- b. The president will route the request to the vice president for administrative services or his/her designee who will fill out the Request Form for routing.
- c. Vice President for Administrative Services or his/her designee will coordinate with the vice president for enrollment management and student services and the vice president for instructional affairs to reserve or prepare appropriate recommendations to the president for approval or disapproval.
- d. Upon approval of the president, the vice president for administrative services shall forward the original copy along with the copy of the requesting letter to the comptroller to process the billing. Copies of the Request Form shall be distributed to the following:
  - a. Director of Student Life
  - b. Director of Facilities and Maintenance
  - c. Dean of Academic Programs
- e. Any changes affecting the estimated charges shall be transmitted to Business Office for appropriate billing.

#### Form:

Request Form as attached.

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FSM-China Friendship Sports Center

Request Form

Date received: \_\_\_\_\_

Name and Phone/e-mail of Requestor/Contact Person: _____	Starting date _____	Time _____	Ending date _____	Time _____
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Bill To:	Name _____ Address _____ Tel. No. _____
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Purpose/Reference : \_\_\_\_\_

Room	Rate per day	No. of days	Amount
Practice Court	\$500.00		\$
Competition Court	\$300.00		\$
Practice & Competition Court combined	\$800.00		\$
Games Administration on Competition Court			\$
With Staff and Equipment support	\$50.00		\$
Without Staff and Equipment Support	\$25.00		\$
Table Tennis Room	\$25.00		\$
Pool Room	\$25.00		\$
Other Charges			\$
			<b>TOTAL DUE \$</b> _____

Director of Maintenance _____	Signature _____	Date _____
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Remarks: \_\_\_\_\_

Vice President for Administrative Services _____	Signature _____	Date _____
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Remarks: \_\_\_\_\_

_____ President, COM-FSM	Date: _____	Approved _____ Disapproved _____
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Remarks: \_\_\_\_\_