

A8.571 University of Hawai'i at Mānoa Athletics Ticket Sales  
for Events that are not University of Hawai'i Athletic  
Competitions and that Involve Payments to Non-  
University of Hawai'i Entities

1. Delegation of Authority

Executive Policy E8.110, Authority to Execute Contractual Documents for Ticket Sales for Non-University of Hawai'i Athletic Events Using the University of Hawai'i at Mānoa Athletics Ticket System, delegates to the Vice President for Budget and Finance/Chief Financial Officer the authority to execute contractual documents relating to the rights to and disposition of proceeds of ticket sales for non-University of Hawai'i(non-UH)athletic events using the University of Hawai'i at Mānoa(UH Mānoa) Athletics ticket system which require or may result in a payment to a non-UH entity of \$25,000 or more. (For purposes of this administrative procedure, non-UH entities include groups and organizations which may be affiliated to the University of Hawai'i for other purposes such as fund raising, and any other entities which are not under the authority and control of the Board of Regents of the University of Hawai'i.)

Executive Policy E8.110 further delegates authority to Chancellor to execute contractual documents relating to such ticket sales which require payments of amounts less than \$25,000.

2. Procedures

Any event conducted by UH Mānoa Athletics or for which tickets are sold using the UH Mānoa Athletics ticket system which (1) is not a University of Hawai'i athletic competition and (2) which requires or may result in a payment to a non-UH entity shall require a written agreement with the non-UH entity regarding the rights to

and disposition of proceeds of ticket sales. Such agreement shall not allow payments from proceeds of the ticket sales to be made to non-UH entities until after the event has been conducted, and then only after all costs incurred by the University of Hawai'i (including ticketing and transactional fees) have been recovered and any facilities use fees, rentals and other fees agreed upon and owing to the University of Hawai'i have been received by the University. In addition, payments shall not be made to an entity who is not a party to the agreement. The agreement must be approved by the Athletics Director and the Chancellor with a copy of such approval being sent to the President. Agreements under this procedure which require or may result in a payment to a non-UH entity of \$25,000 or more may only be executed by the President or designee. Agreements which require payments of lesser amounts shall be executed by the Chancellor. No ticket sales may commence until and unless such an agreement has been executed, and then only in accordance with such agreement and upon approval by the Athletics Director, which approval shall be an indication that all necessary requirements of the agreement have been complied with prior to such sales. Exceptions to this procedure may be made only with approval of the Athletics Director, the Chancellor and the President.