VESZPRÉM, ZALAEGERSZEG, NAGYKANIZSA – ASSET MANAGEMENT AND TECHNICAL DEPARTMENT OF THE TOD

No.	*Process step*	*Description of process step*	*Person/entity in charge*	*Approved by*	*Verified by*
1.	Receiving request for rental	Receiving and filing the request	AMTD	Not relevant	Not relevant
2.	Feasibility assessment	Assessment of whether the request can be satisfied during free periods when no core activities are carried out, and whether it does not interfere with other university events or programmes	AMTD	Head of the AMTD, in the case of the ASSEMBLY HALL and the Conference Centre on the 2nd floor: Chancellor, in the case of Zalaegerszeg and Nagykanizsa: Director of the University Centre	Not relevant
3.A	In the case of contracting	Negotiation of the rental fee and contractual terms with the prospective tenant, filing the contract (registering the contract number), legal opinion and signature, financial countersignature, approval by the Chancellor	AMTD	Head of the TOD	DEA during the financial countersignature, lawyer, Chancellor
3.B	In the case of an order	Negotiation of the rental fee and the GTC with the prospective tenant, signature of the person making the offer/lessor, signature of the tenant if the offer is accepted, registration of the order	AMTD	Head of the TOD	DEA when issuing an invoice
4.	Handing over and taking back the rental property	Handover of the rental property to the tenant in a condition suitable for its intended and safe use. Return of the rental property after use, checking the equipment, furniture and any possible damage. In the case of repeated or regular use, documenting the starting date and duration of use	DFMS, Egyetemi Centrum Kft.	Head of the DFMS	Not relevant
5.	Preparation of invoicing	Preparing the request for invoicing	AMTD	Head of the AMTD	Technical Director

6.	Invoicing	Issuing the invoice on the basis of the request for invoicing and sending it to the tenant	DEA	Head of the DEA	Chancellor
7.	Financial settlement	Monitoring the settlement of the invoice, the booking of invoice settlement	DEA	Head of the DEA	Chancellor
8.	Claims management I	Sending payment due notice(s) in case of non-payment	DEA	Head of the DEA	Chancellor
9.	Claims management II	Compilation and forwarding of documents related to an unsuccessful payment due notice in order to enforce the claim through legal action	DEA	Head of the DEA	Chancellor
10.	Claims management III	In the event of an unsuccessful payment due notice, legal action to enforce the claim	DLAP	Director of the DLAP	Chancellor

VESZPRÉM – MUSIC HALL IN BUILDING "E" – ORGANISATIONAL UNIT RESPONSIBLE FOR CULTURAL EVENTS (COU)

No.	*Process step*	*Description of process step*	*Person/entity in charge*	*Approved by*	*Verified by*
1.	Receiving request for rental	Receiving and filing the request	COU	Not relevant	Not relevant
2.	Feasibility assessment	Assessment of whether the request can be satisfied during free periods when no core activities are carried out, and whether it does not interfere with other university events	COU	Head of the COU	Not relevant
3.A	In the case of contracting*	Negotiation of the rental fee and contractual terms with the prospective tenant, signing and filing the contract (registering the contract number), legal opinion, financial countersignature, approval by the Chancellor	COU	Head of the COU	Head of the AMTD, lawyer, DEA during the financial countersignature, Chancellor
3.B	In the case of an order	Negotiation of the rental fee and the GTC with the prospective tenant, signature of the person making the offer/lessor, signature of the tenant if the offer is accepted, registration of the order	COU	Head of the COU	Technical Director
4.		Handover of the rental property to the tenant in a condition suitable for its intended and safe use.			

	Handing over and taking back the rental property	Return of the rental property after use, checking the equipment, furniture and any possible damage. In the case of repeated or regular use, documenting the starting date and duration of use	COU	Head of the COU	Not relevant
5.	Preparation of invoicing	Preparing the request for invoicing and sending it to the DEA, attaching a copy of the contract	COU	Head of the COU	Director of Economic Affairs
6.	Invoicing	The DEA issues the invoice on the basis of the request for invoicing and sends it to the tenant.	DEA	Head of the DEA	Chancellor
7.	Financial settlement	Monitoring the settlement of the invoice, the booking of invoice settlement	DEA	Head of the DEA	Chancellor
8.	Claims management I	Sending payment due notice(s) in case of non-payment	DEA	Head of the DEA	Chancellor
9.	Claims management II	Compilation and forwarding of documents related to an unsuccessful payment due notice in order to enforce the claim through legal action	DEA	Head of the DEA	Chancellor
10.	Claims management III	In the event of an unsuccessful payment due notice, legal action to enforce the claim	DLAP	Director of the DLAP	Chancellor

* With the exercise of the Chancellor's right of consent

VESZPRÉM – SPORTS HALL – INSTITUTE OF PHYSICAL EDUCATION AND SPORTS (IPES)

No.	*Process step*	*Description of process step*	*Person/entity in charge*	*Approved by*	*Verified by*
1.	Receiving request for rental	Receiving and filing the request	IPES	Not relevant	Not relevant
2.	Feasibility assessment	Assessment of whether the request can be satisfied during free periods outside school hours, and whether it does not interfere with other university events	IPES	Director of the IPES	Not relevant
3.A		Negotiation of the rental fee and contractual terms with the prospective tenant, filing the contract (registering the	IPES		Head of the AMTD, lawyer,

	In the case of contracting*	contract number), legal opinion and signature, financial countersignature, approval by the Chancellor		Director of the IPES	DEA during the financial countersignature, Chancellor
3.B	In the case of an order	Negotiation of the rental fee and the GTC with the prospective tenant, signature of the person making the offer/lessor, signature of the tenant if the offer is accepted, registration of the order	IPES	Director of the IPES	Technical Director
4.	Handing over and taking back the rental property	Handover of the rental property to the tenant in a condition suitable for its intended and safe use. Return of the rental property after use, checking the equipment, furniture and any possible damage. In the case of repeated or regular use, documenting the starting date and duration of use	IPES	Director of the IPES	Not relevant
5.	Preparation of invoicing	Preparing the request for invoicing and sending it to the DEA, attaching a copy of the contract	IPES	Director of the IPES	Head of the DEA
6.	Invoicing	The DEA issues the invoice on the basis of the request for invoicing and sends it to the tenant.	DEA	Head of the DEA	Chancellor
7.	Financial settlement	Monitoring the settlement of the invoice, the booking of invoice settlement	DEA	Head of the DEA	Chancellor
8.	Claims management I	Sending payment due notice(s) in case of non-payment	DEA	Head of the DEA	Chancellor
9.	Claims management II	Compilation and forwarding of documents related to an unsuccessful payment due notice in order to enforce the claim through legal action	DEA	Head of the DEA	Chancellor
10.	Claims management III	In the event of an unsuccessful payment due notice, legal action to enforce the claim	DLAP	Director of the DLAP	Chancellor

* With the exercise of the Chancellor's right of consent

Dated at Veszprém, on 28th November 2024

Zsolt Csillag m.p.
Chancellor