

Instructions on completing Private Business Use form (PBU #1)

Complete this form for any facility within your responsibility for which there is a private business use.

Private business use is defined as the use of a **tax-exempt** bond-financed property in a trade or business by any person other than a City employee for a City purpose. Examples of private business use are as follows:

- a) Transfer of ownership of City property to a nongovernmental person or entity.
- b) Lease of a City facility to a nongovernmental entity
- c) Management contract between the City and a service provider
- d) Rentals for more than 100 days
- e) Output contracts (for the Water Department)
- f) Parking facilities
- g) Naming rights
- h) Advertising
- i) Arrangement that conveys special legal or economic entitlements to a nongovernmental entity comparable to the other examples given above.
- j) An informal, unwritten arrangement between City employees and a non-profit or neighborhood group, such as an athletic association or an after-school group.

If any of your facilities are used for the purposes described above, disclose this arrangement on the form.

On the form, describe in detail the nature of the private use. If there's a contract or a lease, attach them to the form. Approximate the time that the facility is in use by outsiders compared to the total time the facility is open. Or if they use a certain portion of the facility, there's a place to disclose this also. If the City receives payments from outsiders, disclose that too.

The forms should be completed as of June 30, 2013 and returned to Charles.Jones@phila.gov by November 15th.

For clarifications and questions, contact Charlie Jones at 215-686-2307 or Jimmy Lanham at 215-686-2145.