



## **Financial Management - Series 7000**

### **Rental or Lease of District Property - 7250P**

The Board of Directors shall have the exclusive responsibility for establishing that a given property is surplus to its needs.

1. The Board through the advice of the Superintendent and/or his/her designee shall determine that all or any portion of real property is surplus to its needs. The Board further may decide to rent, lease or allow for the occasional use of such property to persons, corporations, or government entities.
2. Having made such decision, the Board shall publish in a newspaper of general circulation in the district notice of the intent to rent or lease the property for rentals or leases totaling ten thousand dollars or more in value. The District shall not rent or lease the property for at least forty-five (45) days following the date the notification is published.
3. The Board may establish reasonable conditions for the use of such real property to assure the safe and proper operation of the property in a manner consistent with Board policies.
4. Policy 7250 and this procedure do not preclude the Board from making school property available for community use.
5. When entering into agreements for the joint use of district property which is in part used for school purposes, by any combination of persons, corporations or government entities, other than common school purposes, the District must insure that such joint use shall comply with existing local zoning ordinances.
6. Rental, lease or permission to occasionally use the property shall be conditioned on the payment by all users, lessees or tenants, assessed on a basis that is non-discriminatory within classes of users, or such reasonable compensation and under terms and regulations adopted by the Board of Directors.
7. The Board has the duty to receive reasonable compensation for property leased or rented. Such reasonable compensation may be paid in cash as rent for the lease or occasional use of all or any portion of any surplus real property owned or lawfully held by the District. Or in the alternative, the cash rental agreement may be reduced to the extent a renter agrees to provide service in lieu of cash.

Such service could be repair, refurbish, and/or maintenance and security of the property. Also, the lessee or tenant will agree to provide adequate liability which the lessor might otherwise incur to lessee or to any persons for any cause excepting only lessor's negligence or willful act.

8. Monies derived from the lease, rental or occasional use of surplus property shall be deposited in the District's Debt Service Fund or Building Reserve Fund except for monies required to be expended for general maintenance, utility, insurance costs, and any other costs associated with the lease or rental of the property, which shall be deposited in the District's General Fund.
9. The Board recognizes four classes of users of surplus school property. Listed in order of priority they are:
  1. School-related/school supported
  2. Governmental (tax supported)
  3. Community service (non-profit)
  4. Private (individual, corporation, for personal or for profit use)

When two or more entities request use of the same surplus facility at the same time, the Board may select which is to be granted use, based on the class in which the applicant is identified and priority listed above. If all are within the same class, the Board may choose, based on benefits derived by the district or community or other criteria appropriate for the class and situation.