
Chapter: Facilities

Modification No. 002

Subject: **Leasing of Facilities**

- I. All lease agreements that meet any of the following criteria must be approved by the Board of Trustees:
 - A. Lease agreements for facilities with a rental obligation in excess of \$25,000 per year.
 - B. Lease agreements for facilities for a term of more than one year.
- II. The President (or designee) shall approve all other lease agreements.

Board Approval: February 25, 1985; September 24, 2001

Chapter: Facilities

Modification No. 003

Subject: **Leasing of Facilities**

- I. When it has been determined that a space need can be best met through leasing facilities, the Associate Vice President for College Facilities or designee shall locate an acceptable space, negotiate a lease, assure that the space complies with all safety codes as applied to the College, plan for any required alterations, supervise the implementation of any required alterations, and manage the lease.
- II. Lease agreements shall be processed and approved in accordance with Board policy.
- III. All leases shall be executed by the President or designee.

Administrative Approval: February 25, 1985; September 24, 2001; August 13, 2010
(administrative correction only).