

## **Procedures for Short-Term Lease of Facilities**

The superintendent or designee may approve leases of up to one (1) year for facilities identified as not being currently required for district use. Short-term leases and uses must be compatible with returning the facility to educational or educational support services.

When feasible, facility rental or lease will be under a site manager contract or master lease with subleasing at fair rental or lease rates approved in advance by the superintendent or designee. Rental or lease rates will be assessed on a nondiscriminatory basis within classes of users.

Leases of all or part of a facility executed pursuant to the above may result in the expenditure of district funds for maintenance and improvement, provided that such expenditures are necessary to enhance the property for its long-term use, its eventual return to the educational program, or to protect the investment in the property. When possible, day-to-day maintenance, operation, and utilities shall become the responsibility of the lessee.

### **Short-term Lease Priority Shall Be Given In The Following Order:**

1. Governmental jurisdiction in which facility is located.
2. Other governmental, public education, or licensed non-profit providers of preschool, before/after school, or child care services, who are exempt from paying leasehold tax to the State of Washington.
3. Nonprofit human services agencies.
4. Other private interests.

All leases or rentals executed pursuant to the above shall include provisions which permit the recapture of the leased or rented facility should such facility be needed for district purposes.

### **Process for Offering Property**

The district may consider proposals for short-term lease of facilities not needed for current district use from other governmental entities, nonprofit corporations and private parties.

The superintendent or designee may select any or none, of the proposals so offered, or may select a proposal modified through negotiations in accord with determination of the best interest of the district. Among the factors to be considered by the superintendent or designee in making such determination shall be rate of return (either cash or building improvements which the superintendent or designee determines will benefit the district), compatibility of use with eventual return of the site to school use and community and social benefits.

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