

FACILITY LEASING

5.10010 DP  
DISTRICT PROCEDURE

PURPOSE

The Chancellor shall develop procedures for administering leases of the College. Facility leases are necessary to carry out many of MCC's functions.

LEASE REVIEW AND APPROVAL

The approval of all facility leases will conform to the following:

1. The standard facility lease form will be used when appropriate.
2. Facility leases will be forwarded to the vice chancellor for finance and administrative services for appropriate action. The officers submitting the lease will indicate whether the leases are new or continuing and any substantial changes.
3. The vice chancellor for finance and administrative services will submit all leases to district counsel for review.
4. If the lease conforms to the stipulations in the Facility Leasing board policy, the vice chancellor for finance and administrative services will forward the lease to the chancellor for review and approval.
5. If the lease goes beyond the chancellor's authorization, the vice chancellor for finance and administrative services will place the lease on the board agenda for review and approval.
6. All facility leases under review by the board will be presented by the appropriate officer.
7. Facilities are not to be utilized until a fully executed lease is obtained.

REPORTING

The vice chancellor for finance and administrative services will submit monthly reports to the chancellor on leases executed for presentation to the board.

RETENTION

A copy of all leases executed will be retained by the vice chancellor for finance and administrative services and the board secretary.

REFERENCE

5.10010 BP Facility Leasing