

FACILITY LEASING

5.10010 BP  
BOARD POLICY

PURPOSE	The Board of Trustees authorizes the Chancellor and/or designee to establish, implement, and administer the Facility Leasing policy and procedures in accordance with state and federal laws. This policy covers executing leases on behalf of Metropolitan Community College (MCC).
LEASE EXECUTION	<p>The Chancellor and/or designee shall be authorized to execute leases on behalf of MCC if leases meet the following conditions:</p> <ol style="list-style-type: none"><li>1. The cost to the district, including rental payments and the cost of constructing leasehold improvements, does not exceed the Board authorized Chancellor's signature authority and is within current budget or the fiscal plan of the district plan.</li><li>2. The term of the lease is for no more than three years.</li><li>3. The lease is on the district form, without substantive modifications, or is expressly approved in writing by the chancellor and the district counsel.</li><li>4. In the event construction of leasehold improvements is necessary, there is compliance with the board policy on construction projects.</li><li>5. Facility leases shall adhere to 3.50020 BP MCC Standards of Conduct and 2.25010 BP Conflict of Interest/Code of Ethics.</li></ol> <p>If the value of the lease is estimated to be greater than the Board authorized Chancellor's signature authority, the Chancellor shall submit a recommendation to the Board for action.</p>
REPORTING	The Chancellor shall report to the board each month regarding any leases so executed. Furthermore, copies of all such leases will be furnished to the insurance committee for it to satisfy insurance requirements.
APPLICABILITY	This policy applies to all parties involved in MCC's facility leasing process.
OVERSIGHT	The facility leasing process for MCC shall be managed by the Facilities Services Department.
POLICY MODIFICATION	This policy may be modified or revoked at any time at the sole direction of MCC's Board of Trustees.
REFERENCE	5.10010 DP Facility Leasing 5.05010 BP Construction Projects 5.05010 DR Construction Projects 3.50020 BP MCC Standards of Conduct 2.25010 BP Conflict of Interest/Code of Ethics