

Procedure - Revenues From the Lease or Rental of Surplus Real Property

Charges for rental or lease of district-owned property shall be divided as follows:

Capital Projects Fund

- Amortization of capital investment, based on a cost per square foot of building per year.

General Fund (renegotiated annually)

- Maintenance of major systems, based on a cost per square foot of building per year.
- Administrative costs.
- Utilities (will vary from building to building).
- Insurance (based on valuation of property; will vary from building to building).

Optional charges may include the following and are renegotiated annually:

- Custodial services (will vary with level of service).
- Equipment/furniture usage (will vary with type and amount).

The administration will prepare an annual report for the board recommending rental and lease rates for surplus properties.

The superintendent shall make an annual report to the board updating the recommended classifications of district-owned properties.

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