

## Business

### Sale, Purchase, Rental, Lease, and Permitted Use of Real Estate and Property

#### 1. Sale and Purchase of Real Estate

- a. Disposition and acquisition of real estate requires School Board approval.
- b. The District shall dispose of school-owned real estate as determined by the School Board.
- c. Real estate may be disposed of by direct sale or by bid, whichever the School Board determines to be in the best interest of the District.

#### 2. Use of School Property and Facilities

- a. The use of District school facilities and property shall be governed by Administrative Regulation 1330 and 1331.
- b. Permit holders who owe the District money from previous use will be required to pay back fees in full before they can use the facilities again. All amounts due will be assessed a fee of 1-1/2 percent per month for amounts not paid within sixty (60) days.
- c. A security deposit of \$200.00 will be required from those groups who have shown a disregard for District property on previous occasions.

#### 3. Leasing of School Sites, Buildings, and Equipment

- a. The District may enter into a lease with regard to any site, building or equipment that is not currently being utilized for school purposes but is projected to be needed for school use in the future pursuant to terms acceptable to the School Board.
- b. Prior to any initial and to any subsequent lease of each site, building or equipment, the future need of the District for each property shall be substantiated.
- c. The lease agreement shall provide that the District may terminate the lease by an appropriate notice if it becomes apparent that the leased premises are again needed for school purposes.

## Business

- d. Lease agreements may be made by the District for time periods approved by the School Board. Income received by the District for the leased property shall be deposited in the Community Service Fund and must be used for District purposes.

## Legal Reference:

Administrative Regulation adopted:	February 14, 1977
Administrative Regulation revised:	November 16, 1987
Administrative Regulation revised:	March 30, 1992
Administrative Regulation revised:	May 18, 1992
Administrative Regulation reviewed:	October 20, 1997
Administrative Regulation modified:	May 20, 2013