

Policy Title: Draft Buildings Rentals

Date Created: 2/10/09

Review Date:

Policy Number: Facilities-2

Body of Origin: Caretaker

Review Authority: Caretaker, Facilities Committee

Purpose: To outline the rights of TRWS to rent areas of the building to persons of our choosing that meet the leasing guidelines.

Policy Details: TRWS has the right to rent areas of the building to individuals and organizations we choose who meet our zoning requirements, mission statement and non-profit status. A person or organization must follow the rental procedure for rental space if they are interested in renting a part or the whole of the building. The administrator and the caretaker will review the application to determine if it meets the criteria set forth in the procedures. The application may be sent to the Facilities Committee for review.

Related Procedures and References: Building Rental Procedure(Facilities-b), Rental Agreement and Application (Facilities Form-3)