

Procedure Title: Draft Building Rental Procedure

Date Created: 2/12/09

Review Date:

Procedure Number: Facilities-b

Body of Origin: Caretaker

Review Authority: Caretaker, Facilities Committee

Procedure:

1. School is contacted by person or organization desiring to rent.
2. Person fills out application form and turns it in to the administrator.
3. Administrator and Caretaker examine application and verify information.
4. Administration determines if the rental meets standards of the TRWS zoning requirements, mission statement and non-profit status.
5. If the request is for a long-term lease; at the discretion of the administrator and caretaker, it can be referred to the facilities committee for review.
5. If approved for rental, the administrator and caretaker determine the rental amount based on an hourly rate and whether the proposed renter is non-profit or private.
6. The administrator contacts the applicant with the decision and amount to be charged for rent.
7. The applicant signs the lease and pays the security deposit.

Contact person and phone: Alma Noll, Administrator 782-8774

Related Policies and References: Building Rental Policy (Fac-2, Rental Agreement & ApplicationFacilities Form-3