

PROCEDURAL GUIDELINES FOR REVIEW OF SHORT TERM RENTAL AGREEMENTS

- Principals/facility directors shall submit completed short term rental agreement package with Addendum attached to the Office of School Performance and Accountability (OSPA). Timeframe for completion of the review process commences with the submission to OSPA. OSPA performs initial review of lease package to determine appropriateness of venue for a school event, details of the planned event, and completeness of the short term rental agreement package.
- OSPA simultaneously distributes short term rental agreement package (with a contract routing form) to Risk Management (RM), Facility Planning & Real Estate (FM & RE) Departments, and the Office of the General Counsel (OGC) for review.
- RM, FP & RE, and OGC shall review the submitted package and respond back to OSPA if there are no issues. If there are any issues with the agreement which require resolution, the departments will contact the venue directly and attempt to resolve the issue(s). The principal/facility director will be advised of all such matters, and the departments shall submit feedback to OSPA upon completion of their review. RM, FP & RE, and OGC shall copy each other in all correspondence to OSPA. OGC will notify OSPA of any contract revisions that should be addressed with the venue by district administration.
- Under exigent circumstances, the administration shall do its best to resolve any outstanding issues within the timeframe allowed. The status of deadlocked/unresolved issues should be communicated to OSPA as soon as possible. If it appears that agreement on terms cannot be reached within the specified timeframe with the outside venue, the RM, FP & RE, and OGC shall respectively advise OSPA that the agreement cannot be entered into; thereafter, OSPA shall advise the principal/facility director to investigate utilizing alternative sites for event.