



Success. It's In Our Nature.

**Policy Name:** Leasing Off-Campus Facilities

**Policy Number:** G-20

**Functional Area(s) Responsible:** Administration & Finance

**Owner(s) of Policy:** Administration & Finance

**Most Recent BOT Approval Date:** May 2010

**Most Recent Review Date:** Spring 2023

**Most Recent Review/Revision Type:**  none  minor/non-substantive  substantive/extensive

---

**Policy Statement:**

Members of the Finger Lakes Community College administration shall be authorized to lease space when necessary to accommodate College functions and activities. FLCC administration shall ensure that lease arrangements comply with applicable law and protect the best interests of the College.

**Reason(s) for Policy:**

This policy states the procedures under which Finger Lakes Community College may lease off-campus facilities from third parties.

**Applicability of Policy:**

All College employees should be familiar with this policy.

**Definitions:**

None

**Related Documents:**

- FLCC Purchasing policy

**Procedures:**

1. Requests for rented instructional space shall be submitted to the chair of the academic department requiring the space. Requests for meeting, activity, or event space for other than instructional purposes shall be submitted to the appropriate division head.
2. Requests must be in writing and briefly describe the need for off-campus space, the proposed location or locations, and all associated costs.
3. Upon approval by the department chair or division head, the request shall be submitted to the Director of Business Services. The Director of Business Services will review the request to determine whether suitable on-campus facilities are available in lieu of leased off-campus space. If the Director of Business Services determines that off-campus facilities are reasonably necessary, s/he shall forward the request to the Vice President of Administration & Finance for consideration.

4. The Vice President of Administration & Finance will determine whether to approve requests for off-campus space based on the terms of the proposed arrangements, the stated need and available College resources. The Vice President of Administration & Finance shall ensure that the proposed arrangements comply with applicable College policies (including without limitation, to the extent applicable, the College's Purchasing policies), and shall work with (a) the College Controller to determine and confirm the existence of appropriate types and levels of insurance coverage, and (b) College legal counsel as necessary to review and implement suitable contractual arrangements.

**Forms/Online Processes:**

None

**Appendix:**

None