

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

701-AR-3. ALTERNATE USE OF DISTRICT BUILDINGS/SPACE

Identification/Determination Of Facilities For Closing/Leasing

Prior to the final adoption of the annual budget, the Superintendent, building principals and designated administrators will project each district school building's enrollment figures for the ensuing school year and identify those school buildings whose projected enrollments are below acceptable capacities.

The Superintendent will notify the Board prior to May 1 if a school building's enrollment has been projected to be less than the building's capacity.

The Board and administration will consider the feasibility of closing or leasing areas in the underutilized school buildings.

At that time, the administration will contact the Department of Education, appropriate government agencies and community residents of the affected municipality(ies) where the building is located to advise them that the Board is considering the desirability and feasibility of closing or seeking an alternate use of the surplus space. The administration will keep the agencies and community members informed in writing of the considerations as they progress and will actively seek input of affected agencies and community residents regarding the actions being considered with respect to the building or space.

In the case of available surplus areas within a facility that will continue to be used in the district's educational program, the administration will identify such areas and advise the Board whether and how such areas can appropriately be grouped for alternate use.

The Board must approve of any closing of a school building or leasing of surplus space within a school building and must notify the Department of Education in writing of such Board resolution.

Application For Use Of Surplus Space

After Board approval, the administration will advertise the availability for rental of surplus space in a school building. The administration will provide an Application For Leasing Surplus Space and a copy of these administrative regulations to all interested parties.

Entities and individuals interested in leasing surplus space must complete and submit to the Business Manager or designee a completed application form. The application must contain complete information. The administration may require applicants to provide additional information to the district.

The designated administrators will ensure that each applicant being considered for leasing provides copies of any required licenses and approval from supervisory agencies, and is fully capable of meeting district lease requirements.

Identification/Selection Of Prospective Lessees

The Business Manager or designee will maintain a file of applicants for lease of surplus space.

The administration may advertise for and engage, with Board approval, the services of a real estate firm to seek desirable lessees.

Appropriate governmental agencies and community organizations of the municipality(ies) where the surplus space is located will be advised in writing regarding the prospective lessees with which the district is negotiating.

The Board will give at least thirty (30) days' public notice of its intention to act on the administration's recommendation that surplus space be leased to a proposed lessee. Such notice will identify the proposed lessee by name and will describe the use(s) to which the proposed lessee would put such space.

Leases

The Business Manager will develop, with the assistance of the solicitor, a lease form to be signed by all parties that states the terms and conditions of the lease of the district's surplus space.

Oversight Of Leased Space

The Business Manager or designee is responsible for overseeing compliance by lessees with lease terms and conditions, and with all applicable codes, laws and regulations.

The Business Manager or designee is responsible for ensuring that the lessees of such areas do not interfere with the educational program conducted by the district in the facility where the leased area is located.