



New York Medical College Policy and Procedure Manual

Section: FACILITIES MANAGEMENT	No.: FM.111
	Date: March 24, 1994
Subject: LEASING OF OUTSIDE FACILITIES	Page 1 of 3
	Supersedes:

I. Purpose

To establish guidelines for the leasing of facilities by the College.

II. Scope

This policy applies to all College departments.

III. Definition

Facilities - refers to physical spaces utilized by the College for educational, research, administrative or support functions.

IV. Policy

It is the policy of New York Medical College to lease space when required for College business and not available in facilities owned or currently leased by the College.

V. Procedure

- A. Written requests for additional space shall be submitted to the Facilities Management Department, after receiving approval of the appropriate Dean or Vice President.
- B. Based on the written, approved requirements, the Facilities Management Department shall identify appropriate leasable space for the requestor.
 1. Space should be as near as possible to the Valhalla Campus, unless other priorities prevail.
 2. Space leased shall be at competitive market rates or lower rates.

Issued By:

Approved By:

- C. Leases shall be negotiated and reviewed by the Vice President Administration & Finance and prepared or reviewed by the Legal Department.
- D. All leases must be approved by the Board of Trustees.

VI. Responsibility

A. All Departments

- 1. Obtain the approval of the appropriate Dean or Vice President to lease additional space.
- 2. Arrange for the payment of all costs associated with the leasing of the requested facilities.

B. Vice President Administration & Finance

- 1. Negotiate the lease terms and conditions.
- 2. Review and approve the lease document.
- 3. Obtain approval of the Board of Trustees.

C. Vice President and Legal Counsel

- 1. Prepare or review and approve the lease document.

D. Facilities Management Department

- 1. Identify appropriate spaces for lease.
- 2. Participate in the negotiation of the terms and conditions of the lease.
- 3. Facilitate the finishing of the leased space to meet the users needs.

4. Provide advice and guidance with respect to the interpretation and administration of this policy.