

**ADMINISTRATIVE PROCEDURES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE PROCEDURE 5.01(3)
RENTALS AND SERVICES (LEASES)**

(a) LEASE PROCEDURES

Facilities leases shall be executed in accordance with the following procedures:

1. Leases will be executed annually during June through August, except that leases for all or part of a vacant building can be executed at any time.
2. Partial leases will be executed to cover regular school hours for the forthcoming school year. Partial leases will be executed only if the program of the lessee is compatible with the school setting and is noncompetitive with Milwaukee Public Schools enrollment policies.

(b) LEASE PROVISIONS

All executed leases shall include the following provisions:

1. Lessees will provide liability and other insurance as appropriate.
2. Lessees will comply with city building codes for occupancy and will comply with Division of Facilities and Maintenance Services standards and requirements for any modifications and assume all costs related to such modifications as well as all costs to restore the facility to pre-lease condition.
3. Lessee will be responsible for any damage caused as a result of occupancy.

(c) LEASE PROVISIONS: PARTIAL USE

Leases executed for partial use of an operating school shall also include the following provisions:

1. All leases for the partial use of an operating school will be brought to the Board.
2. Leases will be executed in keeping with Board rules and policies regarding non-school hours — e.g., early mornings, evenings, weekends, and summers — in terms of additional charges.
3. Priority for the use of school facilities not included in the lease will be reserved for the Milwaukee Public Schools program, e.g., playground, gym, auditorium.
4. The building principal, as administrator in charge of the school, will have full authority for overall building operations.
5. The minimum space to be leased will be 3-4 rooms in a building.
6. Rooms will be grouped for the lessee only if the Milwaukee Public Schools program is not adversely affected, in concurrence with the building administrator.
7. Rental fees for the partial leasing of an operating school shall be structured to enable the District to recover the costs associated with the operation and maintenance associated with the leased portion of the facility. In addition, a base rental charge equal to the comparable net lease rate of commercial property in the area shall be charged and shall accrue to the local school.

History: Adopted 2-22-83; Revised 10-28-03
Legal Ref.: W.S, 119.18(15)
Cross Ref.: Board Policy BG 4.08 Lease Agreements
Admin. Policy 5.01 Facilities

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